



BROWN

Visa Waiver Program (VWP) Sample Letter

(TO BE PLACED ON UNIVERSITY LETTERHEAD)

Date

Dear **[Name of Visitor]**,

Thank you for accepting our invitation to visit the **[department's name]** at Brown University from **[indicate dates of visit]**. Your activities will include **[indicate the activities the visitor is invited to participate in, such as: attend workshop, conference or give a lecture]**.

Since you will not be employed at Brown University and your stay is of short duration, you should plan on entering the U.S. under the VWB category (visa waiver for business) since your country of citizenship is part of the Visa Waiver Program. To qualify for this status and to ensure that Brown University will be able to reimburse you for your expenses and/or pay you an honorarium, your status and activities must meet the following criteria:

- The academic activity at Brown University for which you wish to receive honorarium or reimbursement must not be longer than 9 actual days; and,
- You cannot accept honorarium/ reimbursement from more than 5 institutions in a six month period.

As your country of citizenship participates in the Visa Waiver Program with the United States, you need to carry your passport, but do not need to obtain a visa for entry to the U.S. at a U.S. Consulate. You will however be required to go on line and register with the Electronic System for Travel Authorization (ESTA) prior to your departure. Follow the instructions at <https://esta.cbp.dhs.gov/esta>.

The Department of Homeland Security recommends that travelers print out the ESTA application response to serve as evidence of their ESTA registration at the time of airline check-in.

Please contact **[departmental contact's name]** at **[phone and/or email address]** if you have any questions about your upcoming visit.

Sincerely,

[printed name and signature of Department or Director]