**Sample B-1 Letter of Invitation**

**[Enter DU Department Letterhead]**

**[Date]**

**[Title and Name of Visitor]**

**[Full Address]**

Dear **[Title and Name of International Visitor]**:

The **[Department Name]** in the **[College Name]** at the University of Denver (DU) in Denver, CO formally invites you to visit DU to discuss future research collaborations between DU and **[N*ame of visitor’s institution or employer]*** from **[begin date]** to **[end date]**.

OR

Thank you for agreeing to present your most recent paper during the conference, **[Conference Name]**, which will be held at the University's **[Department/College Name]** on **[date]**.

The **[College/Department Name]** is prepared to compensate you with a $**[Amount] USD** honorarium and to reimburse you for round trip air fare and travel expenses from [**Country of Origin]** to Denver, CO.

The United States government permits academic institutions to provide honoraria and reimbursement of expenses to foreign nationals who enter the U.S. in B-1 (temporary business) or WB (Waiver Business) status. However, there are several restrictions within the law. Federal law requires that:

* you be present in the U.S. in B-1 or WB status;
* the academic activities at DU must not exceed nine days;
* you may not have accepted similar payments from more than five other U.S. institutions during the six-month period immediately preceding your visit to DU.

If you need to apply for a B-1 visitor visa, please take this letter, along with your valid passport and other required documents to the U.S. Embassy or Consulate (<https://www.usembassy.gov/>) which serves your place of residence.

We look forward to your participation in **[Specify Event]**. If you have any questions about applying for your visa, please refer to the Department of State’s website: <https://travel.state.gov/content/travel/en/us-visas.html>.

Sincerely,

**[Sponsoring Professor Signature]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Printed Name]**

**[Title]**

**[Contact Information including Email and Office Address]**