**Sample Invitation Letter**

**(Maybe in the form of an email)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I would like to extend an invitation to you to visit the University of California San Diego to (choose one) attend a conference/give a presentation/for a short-term independent research project from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

FOR US VISITORS: In connection with your visit, you will not receive any salary or compensation for services from the University of California, San Diego. (OR: you may be eligible to receive an honorarium in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). In some circumstances, visitors may be eligible for reimbursement of actual travel expenses.

FOR FOREIGN VISITORS ELIGIBLE TO ENTER ON A B-1 VISA: In connection with your visit, you may receive a $\_\_\_\_\_ honorarium. Entering the U.S. on a B-1 visitor visa allows for honoraria payment provided your stay doesn’t exceed 9 days and you have not received such payments from more than five institutions during the preceding six months. In some circumstances, visitors may be eligible for reimbursement of actual travel expenses.

If a visa is required, you simply need to present your passport, round-trip ticket, this letter as verification of the purpose of your visit and proof of funding to the American Consulate or Embassy nearest you.

When you pass through the US immigration checkpoint, the US immigration officer should put a stamp in your passport with the notation B-1 and the date to which you are allowed to remain in the US. Please check this notation very carefully before you leave the immigration checkpoint. It is extremely difficult, and often impossible, to have these notations changed after entry. They will also create for you an electronic I-94 card than can be printed at <https://i94.cbp.dhs.gov/i94>.

Thank you for your consideration. We look forward to your anticipated arrival.

Sincerely,

(Signature)