

Guidelines for Preparing Letter of Invitation to Foreign Visitor

The following should be included:

1. Letter should be on letterhead with current date.
2. Provide details on the invitee:
 - a. Name/title
 - b. Date of birth
 - c. Country of citizenship
3. Specify the originating Unit: School or College/Department and/or Unit.
4. Specify the dates for which the invitation is being extended (date) to (date).
5. Explain the purpose of the visit: a description of the activity or activities in which the visitor will be engaged.
6. If the visitor is being invited for a specific event, the title should be included, for example Symposium on Regional Conflict Resolution, Conference on Global Higher Education, etc. Hard copies of conference materials or additional information may be attached and often proves helpful.
7. Beneath the signature, give identifying details such as: George Mason University Sponsoring School and Department Information. Signature, Name, Title, Location, Phone, Fax for the person who invited the individual and/or the coordinator of the visit or event.
8. We recommend that the letter be co-signed by a dean or other senior University official.