***B-1 Sample Letter***

(Letterhead)

Date

United States Consulate

and/or

United States Port of Entry Officer

Re: Letter of Invitation for (name)

Visitor for Business to (George Mason University, department)

Dear Sir/Madam:

(Name) has been invited to (attend) (visit) the (workshop, conference, give lecture, etc.), sponsored by (department, division) at (George Mason University, department) for the period (date) to (date).

Please assure that the proper VISA and/or NONIMMIGRANT STATUS are assigned to the visitor: B-1 visa (usually noted as B-1/B-2) and “B-1” on I-94 Record upon entry.

***[Add this paragraph if the visitor will receive reimbursement from Mason:*** We expect to (reimburse, pay honorarium to) this visitor for some travel expenses. The B-1 notation on the I-94 Record will permit the university to process reimbursement or honorarium as appropriate to this visitor. The visitor must present the passport and I-94 Record shortly after arrival at George Mason University.]

Business visitors from visa waiver countries will receive a WB notation in their passport\*. For current information on participating visa waiver program countries check the U.S. Department of State website at

<https://travel.state.gov/content/visas/en/visit/visa-waiver-program.html>

Sincerely,

(Sponsoring Department Chair or Director)

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Please Note:

For honorarium, the academic activity at George Mason University must not exceed nine days in duration and the visitor must not have received honoraria from more than five educational institutions in the previous six-month period.

Visitors from visa waiver countries will be given a WB stamp in their passport that indicates they were admitted into the U.S. under the Visa Waiver Program for Business.