***Sample Letter of Visa Instructions to B-1 Visitor***

***(for presentation at US Consular Post and Port of Entry)***

(Letterhead)

Date

Visitor Name/Address

Dear (name of visitor, including title)

On behalf of the (school/department) of George Mason University, I am pleased to invite you to visit our campus from (date) to (date) for the purpose of (lecture, symposium, conference, delegation, etc.)

In order for George Mason University to remain in compliance with the US regulations governing immigration and taxation, it is essential that you enter the United States in the appropriate non-immigrant status, one of the following:

* B-1 OR B-1/B-2 visa obtained from a U.S. consular poste prior to departure from your country OR
* Visa Waiver for Business (VWB) obtained upon arrival in the U.S.

The University can pay an honorarium only if the following two conditions are met: The academic activity at George Mason University cannot exceed nine days in duration; and you must not have received honoraria from more than five educational institutions in the previous six-month period.

To obtain a B-1 visa, please present this letter at a U.S. Embassy or Consular Post with your non-immigrant visa application, passport and photograph. When the application is approved, the consular officer places a U.S. visa stamp into your passport.

If you are from a country that participates in the Visa Waiver Program, and you otherwise qualify, you may not need to obtain a visa but can present yourself to the officer at a U.S. port of entry. Check the qualifying requirements for the Visa Waiver Program well in advance of your scheduled trip.

Information about the B visa category can be found here:

<https://travel.state.gov/content/visas/en/visit/visitor.html>

Information about the Visa Waiver Program can be found here:

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

We look forward to your participation in (event).

Sincerely,

(Sponsoring Department Chair or Director)