

THIS SAMPLE LETTER MAY BE USED AS A MODEL FOR YOUR DEPARTMENT'S LETTER
TO INVITE VISITORS (B-1, B-2, VWP) WHO WILL RECEIVE REIMBURSEMENT OR HONORARIUMS
FROM STOCKTON UNIVERSITY FOR PROGRAMS OF 9 DAYS OR LESS

Date

Dear Professor/Dr./Ms./Mr.:

On behalf of the Department/College/Program of _____ at Stockton University I am pleased to invite you to
YLVLW RXU FDPSXV 6R WKDW \RX DQG , XQGHUVWDQG RXU PXWXDO UHVS

7KH 8QLWHG 6WDWHV JRYHUQPHQW UHTXLUHV WKDW PRVW 6WDWHV LQ GHQV
QRW FXUUHQWO\ KDYH D YLVD \RX PD\ QHHG WR FRQWDFW D 8QLWHG 6W

,W LP\ XQGHUVWDQGLQJ WKDW \RX ZLOO EH YLVLWLQJ WKH 8QLWHG 6WDW
FRXQWU\ RI UHVLGHQFH , IXUWKHU XQGHUVWDQG WKDW \RXU ZRUN DW 6
ZRUNLQJ GHQV DQG WKH YH QRW ZRUNHG IRU PRUH WKDQ ILYH RWKHU LQVW
SULRFXWRYLVLW WR RXU FDPSXV

<RX DUH LWHG WR 6WRFNWRQ 8QLYHUVLW\ VROHO\ IRU WKH SXUSRVH RI HQ

:LWK OLPHV LQ HQV WKH 8QLWHG 6WDWHV UHTXLUHV WKDW LQFRPH WD[E
RXWVLGH RI WKHLU MXULVGLFWLRQ & HHUWDLQ ZLWK KHROGV LQJD\ EYDIO\ HPSW
LGHQWLILFDWLRQ QXPEHU LV UHTXLUHG IRU H[HPSWLRQ IURP LQFRPH WD

8SRQ DUULYDO DW WKH 8QLWHG 6WDWHV SRUW RI HQWU\ SOHDVH DG YLV
WHPSRXU DLQHEVV SXUSRVHV DQG DVN WKDW \RX EHHJW D QW D G W KH UD S S U R Y S L