# Example of a B-1 Letter of Invitation

Date

Dear <<*Scholar’s Full Name>>* (as printed on passport),

The department/School of XXXX in the College of XXXX at Oregon State University (OSU) in Corvallis, Oregon formally invites you to visit OSU to discuss future research collaborations between OSU and <<*insert name of scholar’s institution or employer*> from <begin date> to <end date>.

**OR**

Thank you for agreeing to give a lecture/present your most recent paper during our Spring conference which will be held at the University's **Department** on **date**.

If there will be compensation, review options for payment here: <http://fa.oregonstate.edu/fis-manual/400-expenditures/413-non-resident-aliens-nra>

As previously discussed, the <<*Department*>>is prepared to compensate you with a $0000honorarium **and/or** to reimburse you for round trip air fare and/or travel expenses from *<<Specify Country of Origin>>* to Corvallis, Oregon.

If you need to apply for a B-1 visitor visa, please take this letter, along with your valid passport to the U.S. Embassy or Consulate (<http://usembassy.state.gov/>) which serves closest to your place of residence.

We look forward to your participation in **Specify Event**. If you have any questions about applying for your visa, please refer to the Department of State’s website: <http://travel.state.gov/visa/temp/types/types_1262.html>.

Sincerely,

Sponsoring Professor Name

Title

Department/School Head/Chair Name

Title