

# SAMPLE INVITATION LETTER FOR B-1/B-2 VISITORS RECEIVING HONORARIUM OR PAYMENT FOR SERVICES ONLY OR HONORARIUM AND EXPENSE REIMBURSEMENT

Date

Dear *[Name of Visitor]*,

We are delighted that you have accepted our invitation to visit the Department of Mathematics at Yale University from November 15 to November 21, 2000. Your lecture is scheduled for November 16 at 4:00pm and the graduate student seminar at 5:00 on the 18th. We are pleased to offer you an honorarium of \$1000. In addition, we will cover your airfare and your living expenses while in New Haven.

As you will not be employed at Yale and your stay is of short duration, you should enter the U.S. in B-1 or B-2 status (visitor for business or visitor for pleasure). To qualify for this status and to ensure that Yale University will be able to reimburse you for your expenses and/or pay you an honorarium, your status and activities must meet certain criteria. The basic requirements to qualify for reimbursement of expenses and payment of honoraria in visitor status are:

- The academic activity at Yale for which you wish to receive reimbursement or honorarium must be no longer than 90 days.
- During the six-month period immediately prior to your visit to Yale, you have not have accepted reimbursements from more than five other institutions in the U.S. while in visitor status.
- You must be present in the U.S. in visitor status as B-1, B-2, WB or WT per the notation on your I-94 Form.

Canadians and Mexican citizens who cross the border without obtaining a form I-94 are presumed to have been admitted to the U.S. in B1/B2 status. Canadians are exempt from the visa requirements. If traveling **by air, you must have your passport to enter the United States**. Citizens of Canada entering the U.S. by land or sea, will need to present a passport or a government-issued photo ID, such as a driver's license, plus proof of citizenship, such as a birth certificate. Citizens of Mexico must present a U.S. Border Crossing Card or a Mexican passport with a valid B1/2 tourist visa.

If you do not have a valid B-1/B-2 visa stamp in your passport, it will be necessary to apply for one at an American Embassy or Consulate. You should present this letter with your application for a visa. At the port of entry to the U.S. you should again present this letter, along with your passport and visa. You will be issued a small white card (the I-94 card) which will be stamped with B-1 or B-2. You will need to present a copy of the I-94 card and copies of the visa and identity pages from your passport once at Yale in order to receive your honorarium and reimbursement of expenses.

If you are from a country that participates in the <sup>1</sup>visa waiver program with the United States, you need to carry your passport but do not need to obtain a visa for entry to the U.S. You will however be required to go on line and register with the Electronic System for Travel Authorization (ESTA) prior to entering the U.S. Follow the instructions at <https://esta.cbp.dhs.gov/esta>. DHS recommends that travelers print out the ESTA application response to serve as confirmation of their ESTA registration upon boarding their air carrier. Those traveling prior to Jan 12, 2009 will be issued a small green card (the I-94 card) which will be stamped with WB or WT. You will need to present a copy of the I-94 card and copies of the identity pages from your passport once at Yale in order to receive your honorarium and reimbursement of expenses. After, January 12, 2009 I-94 issuance will be phased out.

If you believe that you cannot meet one or more of these requirements or have any questions about the immigration requirements of your visit please call me or Yale's Office of International Students and Scholars at 203-432-2305 (phone) or 203-432-7166 (fax).

Sincerely,

*Signature*

<sup>1</sup>Visa Waiver countries: Andorra, Austria, Australia, Belgium, Brunei, Czech Republic, Denmark, Estonia, Hungary, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, Spain, South Korea, Sweden, Switzerland, and the United Kingdom