January 7, 2013

United States Consulate

and/or

Customs and Border Protection Port of Entry Officer

Re: Letter of Invitation to Visit Illinois State University

Dear Sir/Madam:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Visitor Name of University Country

has been invited by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Illinois State University (ISU) to visit

ISU School or Department

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Start Date End Date

While at Illinois State, Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will attend meetings with faculty in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, use our facilities for her own research, hear and deliver presentations on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, visit local schools… *(whatever the activities may be).*

Please also be advised of the following:

* Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will **not be registered for courses or enrolled for credits at ISU.** Her visit to ISU will be for **professional** and **research purposes only.**
* Any research that the visitor conducts or presentations that she participates in will be directly related to, and is for the benefit of, her area of research or teaching at home.
* Her visit to ISU will **not involve any on-the-job training** and there will be **no elements of employment during the visit.**
* Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will **not receive any honoraria, payments, or reimbursements** from Illinois State University. She will be funded by her employer at home, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of university). University. *(If ISU will support the visitor in some way, such as with airfare, car rental, hotel stay, etc., you would indicate that here including the dollar amounts).*

We respectfully request that Dr. \_\_\_\_\_\_\_\_\_\_ be granted B-1 visa status and entry, and that her I-94 card be stamped with B-1. Thank you for your favorable consideration of her application.

Sincerely,

Name

Title