***B-1 Visitor/VWP Visitor Sample Letter***

***\*paying an honorarium to visitor***

(On College Letterhead)

Date

Dear (***name of visitor, including title***)

On behalf of the (***department***) of Colorado College, I am pleased to invite you to visit our campus from (***date***) to (***date***) for the purpose of (***lecture, symposium, conference, delegation, etc.***) (***Name of visitor)*** activities will include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are pleased to offer you an honorarium of $\_\_\_\_\_\_\_. As an invited business visitor, Colorado College will also reimburse (***name of visitor)*** for the actual transportation and travel charges, which include round trip airfare, lodging, meals, and other incidental expenses related to the visit (***if not all are applicable, please specify which expenses are being reimbursed).***

As you will not be employed at Colorado College and your stay is of short duration, you should enter the U.S. in B-1 (visitor for business) status or VWB (visa waiver for business if your country of citizenship is part of the visa waiver program). To qualify for this status and to ensure that Colorado College will be able to reimburse you for your expenses and/or pay you an honorarium, your status and activities must meet the following criteria:

* The academic activity for which you wish to receive reimbursement or honorarium must be no longer than 9 days.
* During the six-month period immediately prior to your visit at Colorado College, you have not accepted reimbursements from more than five other institutions in the U.S. while in visitor status.

 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 the U.S. Embassy or Consulate nearest you. You should present this letter with your application for a visa. The process for obtaining a visa can be lengthy, so please plan accordingly. Upon arrival in the U.S. you should again present this letter, along with your passport and visa to the Port of Entry Officer. Once your admissibility in B-1 status has been determined you will be given a notation on your U.S. admission stamp of B-1 or VWB. Upon arrival in the U.S. you need to visit www.cbp.gov/i94 to retrieve your I-94 admission number (you will be required to present this confirmation along with your visa and passport in order to receive your honorarium/reimbursement).

If you are from a country that participates in the 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 your departure. Follow the instructions at https://esta.cbp.dhs.gov/esta. Department of Homeland Security recommends that travelers print out the ESTA application response to serve as evidence of their ESTA registration at the time of airline check-in.

Please contact (***department contact’s name***) at (***phone/email***) if you have any questions about your upcoming visit. We look forward to your participation in (***event***).

Sincerely,

(***Sponsoring Department Chair or Director***)