**UNIVERSITY INVITATION LETTER**

**Department letter head\_\_\_\_\_\_.**

**Date\_\_\_\_\_\_\_\_**

United States Consulate

and/or

United States Port of Entry Officer

To Whom It May Concern:

The above-named individual Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_has been invited by the University of Delaware to **(participate, attend)** the \_\_\_\_\_\_\_\_\_\_\_ **(activity, workshop, conference)** *\_\_*\_\_\_ at the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period \_\_\_\_*date* \_\_\_\_\_\_ through \_\_\_\_\_\_*date*\_\_\_\_\_.

I am writing this letter to request that you (issue a B1/B2 visa for business purpose /or allow Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_to enter the United States under the U.S. Visa Waiver Program). The University of Delaware will be hosting **Dr.\_\_\_\_\_\_\_\_\_** and he will be receiving support from this institution in the form of (indicate honoraria and amount or travel expenses and amount)**. Dr. \_\_\_\_\_\_\_\_**will receive honoraria payment for less than 9 days of service and has not accepted such payment from more than five institutions in the past six months.

We appreciate your assistance in granting/allowing **Dr. \_\_\_\_\_\_\_\_\_** **(a visa)** to enter the US to participate in \_\_\_activity\_\_\_\_. Should you need further information please feel free to contact me.

Sincerely,

**Individual who is issuing the invitation**

**Title**