Date

Dear *[Professor/Dr./Ms./Mrs./Mr.]*:

On behalf of the *[Department/Program]* of St. Lawrence University, I am pleased to invite you to visit our campus for *[period of time not exceeding 9 days]*, for the purpose of *[lecture, symposium, conference, etc.]*

In order to assist you in this visit we *[may/will]* provide you with reimbursement for expenses to help with the cost of your travel providing you can present backup documentation for the expenses.

Additionally, the University will pay you an honorarium of *[amount]* in association with the visit. However, the University may only make these payments if your affiliation will not exceed nine (9) days, and you have not accepted this type of payment from other U.S. institutions or organizations more than five (5) times during the last six (6) months. Also, the honorarium payment may be subject to 30% taxation if you are not eligible to claim a Tax Treaty benefit.

In order for St. Lawrence University to remain incompliance with all U.S. immigration and tax regulations it is imperative that you enter the United States with the appropriate immigration visa status. If you are required to obtain a visa to enter the United States, you may make application to the U.S. Consul for a B-1 (Visitor for Business) visa.

If you are not required to apply for a visa prior to your visit you should, upon your arrival at the United States port of entry, advise the inspecting Immigration Officer that you are coming for temporary business purposes and that you wish to be granted the appropriate status. You should use this letter as the reason for your visit.

Pleas coordinate the specifics of your visit with *[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] of our staff* at *[telephone number]* or *[email]*so we may better assist you with your visit.

Sincerely,

*[Signature}*

*[Title}*

*[Department/Program]*