

Please use Georgia State University Letterhead

[Date]

Dear [Name of International Visitor],

We are delighted to welcome you to Georgia State University! Thank you for accepting our invitation to visit the [Department of _____] at Georgia State University from [mm/dd/yy] to [mm/dd/yy]. Your activities will include [attending _____ workshop/conference; giving a lecture; participating in _____ lecture series; etc.].*

In order to enter the United States, you will need to apply for a B-1/B-2 visa stamp at a U.S. embassy in your country OR enter the U.S. under the U.S. Visa Waiver Program. For more information about this process please visit the International Student and Scholar services web site at www.gsu.edu/iss. Please remember that if you must apply for a B-1/B-2 visa you should do so immediately as the process can take several weeks. You may show this lettering when applying your visa and/or entering the country to prove your purpose for coming to the United States.

Please contact your Georgia State host department contact, [name], at [phone/email] if you have any questions about your upcoming visit.

Sincerely,

[Name, title, department address and Signature]

*The individual can be in the US for MORE than the period for which they are receiving an honoraria but the university cannot pay for MORE than 9 days.