

[Use UMN Department Letterhead]

[Date]

[Title and Name of Visitor]

[Full Address]

Dear [Title, First Name, Last Name]:

The University of Minnesota [Department/School/Center] is pleased to invite you to the United States for the purpose of participating in [purpose of visit] in Minnesota from [visit start date] to [visit end date]. During this time, you will not be employed at UMN nor receive any salary from UMN.

The [Department Name] is prepared to compensate you with a USD\$[Amount] honorarium and to reimburse you for round trip airfare and travel expenses from [Country of Origin] to Minnesota.

The United States government permits academic institutions to provide honoraria and reimbursement of expenses to foreign nationals who enter the U.S. B-1 (short-term business) or Visa Waiver status. Disbursements must follow the "9/5/6" rule, as follows. Federal law requires that:

1. You be present in the U.S. in B visa status or "visa waiver";
2. The academic activities at UMN must not exceed **nine** business days;
3. You may not have accepted similar payments from more than **five** other U.S. institutions during the **six**-month period immediately preceding your visit to Minnesota.

Sincerely, We look forward to your participation in [Specify Event]. If you have any questions about applying for your visa, please refer to the Department of State's website:

<https://travel.state.gov/content/travel/en/us-visas.html>.

[Sponsoring Professor Signature]