

Date:

(Name)
(Address)

BUSINESS INVITATION LETTER

Dear _____

I would like to invite you to visit Thomas Jefferson National Accelerator Facility (JLab – Jefferson Laboratory) for a period of _____ (days, weeks or months), beginning on or about _____ (mmddyy of appointment start). This visit will provide an opportunity for you to contribute your expertise to the _____ Division's work on (subject of meetings, workshop, discussions, or research).

(Describe here everything that will be offered by the lab by way of support: travel and living expenses or reimbursement, stipend, per diem, honorarium, computer account, email account, etc.):

We will provide you with workspace and other work-related support as needed. We understand that you will arrange funding for the remainder of your expenses. If you have any questions about the visit, please contact _____ at _____ or by email (_____@jlab.org).

(In case of JSA monetary support, please add): Please note that this payment may have tax implications, which could include being subject to mandatory tax withholding under U.S. federal regulations.

(Next paragraphs are to be used only if visitor/researcher is coming to JLab directly from abroad – use the appropriate visa type paragraph):

(Applicable for J1:) We are informed that a J-1 visa is the most appropriate classification for your visit here. International Services will contact you shortly with instructions on how you will receive the DS-2019 application. Once issued, you will need to take the DS-2019, along with the enclosed Support Letter, to the nearest American Consulate to request a visa stamp in your passport for entry.

(Applicable for B1:) We are informed that a B1 Business visa is the most appropriate classification for your visit here. In that respect, please take the enclosed Support Letter, along with your valid passport, to the nearest American Consulate and request a visa stamp for entry.

(Applicable for WB:) We are informed that a Visa Waiver for Business (WB) is the most appropriate classification for your visit here. In that respect, please use the enclosed Support Letter, along with your valid passport, to enter the United States. An immigration officer will issue an I-94 card or stamp for you to be legal

in the U.S. for up to 90 days.

(Applicable for WB:) Effective January 12, 2009, all Visa Waiver travelers will be required to obtain an authorization via ESTA before traveling to the United States: <https://esta.cbp.dhs.gov/>.

(Applicable for WB:) Effective October 26, 2004 all individuals entering the United States under the Visa Waiver Program (VWP) must present a machine-readable passport at a U.S. Port of Entry to be admitted into the United States without a visa. A machine-readable passport is a passport that has two typeface lines printed at the bottom of the biographical page, which can be read by machine. Travelers without machine-readable passports must obtain a non-immigrant visa at a U.S. Embassy or Consulate before gaining access to the United States.

(Applicable for J1:) It is a requirement by the U.S. Department of State, that oversees the Exchange Visitor Programs, that visiting researchers/scholars holding a J1 classification show minimum funding of \$1,400 per researcher, \$450 per spouse and \$200 per child, monthly for the full term of the appointment. Please provide International Services with proof of funding, on official stationery, with English translation, when requesting the DS-2019.

(Applicable for J1:) The Department of State also requires you to maintain medical coverage as well as medical evacuation and repatriation insurance for the duration of your appointment. Information on the type of medical coverage required will be sent to you along with the DS-2019 form. You will have the choice of either bringing your own health plan with you, or purchasing one at JLab upon your arrival. This information should be considered as you seek funding for your term here. If you choose to bring your own health plan, please make sure that the letter from your insurance company is accompanied by an English translation.

(Applicable if travel is being supported:) If you will be making your own travel arrangements, please be advised that Federal Travel Regulations require that U.S. carriers must be used for travel that is to be reimbursed from JSA.

(Next paragraph is to be used only if visitor/researcher is coming to JLab from within the United States): We are informed that your current visa status is appropriate for your visit to JLab. Please make sure to obtain written authorization from your sponsoring institution before coming to JLab if current visa is a J-1.

Upon your arrival at Jefferson Laboratory, please check in at the International Services Office, Bldg 28 (VARC) to complete the necessary visitor/researcher sign-up. Please bring with you all your immigration documents, including your passport, and verification of your health insurance coverage (with English translation). If you will need to purchase the insurance at the time of your

appointment, please bring some means of payment (for example, personal check, cashier's check or money order).

If you have questions about visa requirements, please do not hesitate to contact the International Services Office at (757) 269-7687 (ewing@jlab.org) or (757) 269-7598 (wilkerso@jlab.org).

If you have questions regarding your travel or visit, please contact _____ at _____.

Sincerely,

Host/Sponsor, title

_____Division

cc: International Services Office (JRIS)

Enclosures: Support Letter to American Embassy and U.S.C.I.S.

rev.6/5/08