

## **SAMPLE LETTER OF INVITATION B-1/WB**

October 31, 2013

Professor Joe Hoya  
101 Thompson Lane  
Greece

Dear Dr. Hoya:

Thank you for agreeing to participate in the upcoming conference on “American Foreign Policy in the late 1980s and early 1990s” on November 19-20, 2019.

The two-day conference will examine the different approaches taken by the various U.S. administrations with respect to its foreign policy. You will discuss the role of American professional athletes as an economic force in changing policy. Specifically, you will examine how merchandizing and “unauthorized knock-offs” impact foreign policy.

The Catholic University of America will cover all costs relating to travel and living expenses. The United States has restrictive laws regarding payments made to non-U.S. citizens. Therefore, it is necessary that you enter the United States in a non-immigrant classification that allows The Catholic University to pay you should you plan to receive an honorarium.

If you are from a country that is part of the Visa Waiver Program (VWP), you don't need a visa to enter the United States, but you must have authorization through the Electronic System for Travel Authorization (ESTA) prior to your travel. Upon arrival in the United States, you should specifically request WB (waiver for business) classification at the port of entry. For information about the VWP and ESTA, visit the State Department website.

If your country is not part of the Visa Waiver Program, you will need to obtain a B-1/B-2 visa from the U.S. Consulate (or use your unexpired B-1/B-2 visa already stamped in your passport if applicable) and request B-1 (visitor for business) status upon entry to the United States.

These two classifications (WB and B-1) allow you to receive honoraria and allow the reimbursement of travel related expenses. Please note that if you enter the United States in B-2 or WT (waiver for tourism) status, Catholic University will be unable to pay your honorarium and/or reimburse expenses.

Again, thank you for agreeing to participate in this conference. If I can be of any help, I can be reached at (202) 319-0000.

Sincerely,

Jack Hoya