

Date

Name
Address
City, Zip
Country

Dear _____,

This letter is to confirm your business visit to _____ from _____
(UNL unit Name) (Arrival Date)
to _____ in order to _____
(Departure Date) (Purpose of Visit)

Please present this letter at a U.S. Embassy or Consulate with your visa application to obtain the appropriate visa documentation to enter the U.S. You may be issued either the B-1(Visitor for Business) or B-2 (Visitor for Pleasure) visa in your passport. It is possible that you may be issued a combination B-1/B-2 visa. **Generally, the B-1 visa is preferred since your visit is business related.**

Specific rules govern the reimbursement of expenses and the receipt of an honorarium associated with your visit. The rules are different for the B-1 and the B-2 visa classifications. These rules are described on the reverse side of this letter. PLEASE READ THE RULES CAREFULLY. It is important that, at the U.S. Embassy or U.S. Consulate, you apply for and be issued the appropriate visa so that you can receive any payment that has been offered to you.

When you enter the U.S., you will be required to complete a Form I-94 Departure Record and be interviewed by an Immigration Inspector. The Immigration Inspector will mark your Form I-94 with either the B-1 or B-2 classification, as appropriate.

If you are from one of the approximately 25 countries that participates in the Visa Waiver Program, you have the option of entering the U.S. without obtaining a visa at a U.S. Embassy or Consulate. Rather, you may present yourself at a U.S. Port of Entry and seek direct admission to the U.S. based upon this letter. You also will be required to complete a Form I-94 Departure record and be interviewed by an immigration Inspector. Please be certain to indicate the purpose of your visit and insist that your Form I-94 be marked by the Immigration Inspector with the WB (Business Waiver) classification or the WT (Tourist Waiver) classification, as appropriate. These classifications parallel the B-1 and B-2 classifications, respectively, and the same rules apply for reimbursement of expenses and receipt of an honorarium as described on the reverse side of this letter.

If you are a Canadian citizen and seek to enter the U.S., you also have the option of entering the U.S. without obtaining a visa at a Consulate. At the U.S. Port of Entry you also will be required to complete a Form I-94 Departure Record and be interviewed by an Immigration Inspector. Please be certain to indicate the purpose of your visit and insist that your Form I-94 be marked by the Immigration Inspector with the B-1 (Visitor for Business) or the B-2 (Visitor for Pleasure) classification, as appropriate. The same rules apply for reimbursement of expenses and receipt of an honorarium apply as described on the reverse side of this letter.

PLEASE BRING THIS LETTER WITH YOU TO THE UNIVERSITY.

We look forward to your visit.

Sincerely,

Dean, Director, Department Chair/Head, Professor

REIMBURSEMENT OF EXPENSES AND RECEIPT OF AN HONORARIUM FOR AN ACADEMIC VISIT

B-1 and WB visa classifications:

The visitor may be reimbursed for travel associated with the visit. He or she also may be reimbursed for lodging and/or meals or may receive a reasonable per diem allowance.

The visitor may receive an **honorarium*** for usual academic activities **only in connection with a visit lasting no longer than nine days**, provided that the visitor has not received reimbursement of expenses or honoraria from more than five institutions or organizations within a six-month period:

The individual may **not receive a salary**.

B-2 and WT classifications:

Only in connection with a visit lasting no longer than nine days, provided that the visitor has not received reimbursement of expenses or honoraria from more than five institutions or organizations within a six-month period:

- a. The visitor may be reimbursed for travel associated with the visit. He or she also may be reimbursed for lodging and/or meals or may receive a reasonable per diem allowance.
- b. The visitor may receive an **honorarium*** for usual academic activities

The individual may **not receive a salary**.

***Individuals receiving an honorarium must have a U.S. Social Security Number or a U.S. Individual Taxpayer Identification Number. Individuals who do not already have either of these must obtain one before the honorarium payment may be made. The department inviting you will assist you in this regard.**

Individuals who have been offered payments by the University which require another visa classification (such as a J-1 Exchange Visitor visa for Research Scholars, Professors or Specialists or the H-1B visa classification for Temporary Workers) should not plan to enter the U.S. with the B-1, B-2, WB or WT visa classification. Please contact the person sending this letter for additional information.

To be Completed by the Person Visiting the University of Nebraska

I certify that:

- 1. I hold the _____ visa classification, valid until _____ (as indicated on my Form I-94, a copy of which is attached).
- 2. I am visiting the University of Nebraska-Lincoln in order to engage in "usual academic activity or activities".
- 3. My visit to the University lasts from _____ to _____.
- 4. During the past six months, I have visited and received reimbursement for expenses and/or an honorarium from no more than five institutions or organizations in the U.S.

(Name - - printed)

(Signature)

(Date)

To the UNL unit making payment: This form must be attached to the NRA Independent Contractor and Miscellaneous Expense Invoice Voucher or payment will not be processed.

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