PLACE INVITATION LETTER ON [CURRENT UNIVERSITY UNIT LETTERHEAD](mailto:https://sc.edu/about/offices_and_divisions/communications/toolbox/resources/templates/word_templates/index.php)

March 18, 2025

Guest’s Full Legal Name as it appears in their passport

Complete Address

Dear \_\_\_\_\_\_\_\_\_\_:

This is an invitation for you to visit the University of South Carolina Department of \_\_\_\_\_\_\_\_\_ from mm/dd/yyyy to mm/dd/yyyy for the purpose of [EXPLAIN: i.e., interviewing for a faculty position, attending a workshop, presenting a guest lecture on…, etc.].

The University will provide you with an honorarium of **$\_\_\_\_\_\_\_\_** and/or reimbursement of travel expenses in connection with your visit as follows: <<EDIT AS APPROPRIATE

**SELECT ONLY ONE TEMPLATE BELOW DEPENDING ON VISITOR’S PHYSICAL LOCATION AND COUNTRY OF CITIZENSHIP.**

**USE ONLY FOR NON-U.S. CITIZENS ALREADY PRESENT IN THE U.S.**

Please provide the following:

1. Copy of the biographic, U.S. visa (if any), and U.S. entry stamp (if any) pages in your passport;
2. U.S. Customs and Border Protection Form I-94 admission record [issued online](https://i94.cbp.dhs.gov/I94/#/home) (if by air) or issue in hard copy (if by land); other relevant documents will be requested based on your current U.S. immigration status [e.g., I-766 EAD, or Form I-797, or Form I-20, or Form DS-2019 with a letter from sponsor’s Responsible Officer authorizing the activity as required by [22 CFR 62.20(g)](https://www.ecfr.gov/current/title-22/part-62#p-62.20(g))];
3. Invoice(s) for eligible travel expense reimbursement; << IF APPLICABLE
4. USC Payroll [Foreign National Tax Information Form](https://www.sc.edu/about/offices_and_divisions/payroll/documents/forms_tax_information_form_revised71417.pdf) << IF HONORARIUM

**USE ONLY FOR CITIZENS OF** [**VISA WAIVER**](https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html) **COUNTRIES**

**Upon your arrival at the U.S. port of entry, please present this letter and your passport to the U.S. Customs Official. Tell the U.S. Customs Official that your purpose in coming to the U.S. is “university business.”**  When the officer returns your passport, examine the passport to be sure “W/B” (not “W/T” or “Tourist”) is stamped or written on your U.S. entry stamp. If not, you may wish to have the U.S. Customs official re-examine this letter. Upon your arrival at USC, please provide:

1. A copy of your biographic data and “W/B” entry stamp passport pages, your [ESTA](https://esta.cbp.dhs.gov/esta/) record, and Form I-94W;
2. Invoice(s) for eligible travel expense reimbursement; << IF APPLICABLE
3. USC Payroll [Foreign National Tax Information Form](https://www.sc.edu/about/offices_and_divisions/payroll/documents/forms_tax_information_form_revised71417.pdf) << IF HONORARIUM

**USE ONLY FOR CANADIAN CITIZENS**

Please apply for B-1 Business status at the U.S. port of entry, whether via pre-flight inspection at the airport or at the U.S. border crossing if traveling by car. You will need a valid Canadian passport or other evidence of Canadian citizenship and copy of your round-trip ticket, if traveling by air. **At the point of entry, please present this letter and your passport to the U.S. official, state your purpose in coming to the U.S. as University business, and request an I-94 admission record.** When the officer returns your portion of Form I-94 and your passport, look carefully at the document and be sure “B-1” is stamped, circled, or written on the U.S. entry stamp in your passport and on Form I-94 if provided. Upon your arrival at USC, please provide:

1. Your passport biographic data page(s) and the page on which the “B-1” U.S. entry stamp appears, along with Form I-94 if provided;
2. Invoice(s) for eligible travel expense reimbursement; << IF APPLICABLE
3. U of SC Payroll [Foreign National Tax Information Form](https://www.sc.edu/about/offices_and_divisions/payroll/documents/forms_tax_information_form_revised71417.pdf) << IF HONORARIUM

**USE ONLY FOR CITIZENS OF ALL OTHER COUNTRIES NOT LISTED ABOVE**

If you do not already have a valid B-1 Business visa in your passport, please use this letter to apply for a B-1 visa at the [U.S. consular office](http://usembassy.state.gov/) closest to your residence. Details are available at [http://usembassy.state.gov/](http://usembassy.state.gov/f). INCLUDE THE FOLLOWING LANGUAGE FOR CHINESE TRAVELERS: Travelers with a 10-year B-1 and/or B-2 U.S. visa in a People’s Republic of China (PRC) passport are required to enroll in the Electronic Visa Update System ([EVUS](http://www.cbp.gov/EVUS)) in order to be admitted to the U.S. in either B-1 Business or B-2 Tourist status. Travelers using passports issued by Hong Kong SAR, Macau SAR, Taiwan, or other passports not issued by the PRC are not required to enroll in EVUS. Please visit [www.cbp.gov/EVUS](http://www.cbp.gov/EVUS) for more information.

**Upon your arrival at the U.S. port of entry, please present this letter, your passport and valid B-1 Business Visa to the U.S. official and state that your purpose in coming to the U.S. is “university business.”** When the officer returns your passport, examine the passport to be sure “B-1” (not “B-2” or “Tourist”) is stamped or written on your U.S. entry stamp. Upon your arrival at USC, please provide:

1. The biographic data, B-1 visa, and “B-1” U.S. entry stamp pages, along with Form I-94;
2. Invoices for any agreed-upon travel expense reimbursement; << IF APPLICABLE
3. USC Payroll [Foreign National Tax Information Form](https://www.sc.edu/about/offices_and_divisions/payroll/documents/forms_tax_information_form_revised71417.pdf) << IF HONORARIUM

The U.S. Customs and Border Protection officer is welcome to contact Immigration Services in International Student and Scholar Support (ISSS) during normal working hours at [OIS@sc.edu](mailto:OIS@sc.edu) or (803) 777-7461 with any questions about the business purpose of your travel to visit USC. Please consider purchasing traveler’s insurance (medical, evacuation and repatriation) coverage for the duration of your stay in the U.S. More information for international visitors is available from [ISSS](https://www.sc.edu/about/offices_and_divisions/international_student_and_scholar_support/immigrationservices/j1-evp/exchange-visitor-process/index.php).

<Any additional information the host unit would like to provide may be inserted here.>

Sincerely,

Name

Title

Cc: Immigration Services, ISSS

Office of the Controller << IF TRAVEL / HONORARIUM PAYMENT