

**Print on Letterhead**

Date

Re: Letter of Invitation (B-1 Temporary Business Visitor)

Dear (insert name of visitor):

You have been invited to (attend/visit) the (workshop, conference, give lecture, independent research etc.) sponsored by the (department / division) at the Stony Brook University for the period of (date) to (date). You will (describe activity) while on B-1 business status in the U.S. You will return to (home country of visitor) upon participation in this (workshop, conference, lecture, etc) to (state why visitor will return home, i.e., to continue studies, to resume University position).

**Paid:** There is neither salary nor benefits associated with this invitation. However, we expect to (reimburse, pay honorarium to) you for some travel expenses. Furthermore, in accordance with Stony Brook University policy, this invitation neither results in tenure credit nor implies a promise of future employment. However, you will enjoy library privileges and [insert other applicable privileges].

**Unpaid:** There is neither salary, reimbursement, nor benefits associated with this invitation. In accordance with Stony Brook University policy, it neither results in tenure credit nor implies a promise of future employment. However, you will enjoy library privileges and [insert other applicable privileges].

SBU does not assume responsibility or liability, in whole or in part, for any sickness, disease, injuries (including death), losses, damages, acts of God, force majeure, public health risks, criminal activity, terrorism, accident, damage to property, failure or negligence of any nature howsoever caused in connection with the Visitor's presence on, or transportation to and from, SBU's campus, or events, or locations related to Visitor's affiliation with SBU.

If you have any questions concerning this invitation, please contact me. As an acknowledgment of these general conditions and the more specific aspects of your status, please sign and return to me within ten working days of its receipt the original of this letter. A copy of the letter is enclosed for your files.

Sincerely

[Host's Signature]

Temporary Business Visitor's Acceptance: \_\_\_\_\_ (Accepted/Not Accepted)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Birthdate: \_\_\_\_\_