



**UC International**  
University of Cincinnati  
PO Box 210640  
Cincinnati, OH 45221-0640

Room 3134, Edwards One  
Phone (513) 556-4278  
Fax (513) 556-2990

### **Sample B-1 Visitor for Business Letter**

Dear International Visitor:

Welcome to the University of Cincinnati! We are pleased that you will be joining our global campus community. It is our understanding that you will be a visiting guest lecturer for the International Education Seminar, February 1, 2014 and ending February 8, 2014. You will receive a \$2,000 honorarium and will be reimbursed for all expenses during your stay. Entering the U.S. on a B-1 visitor visa allows for honoraria payment provided your stay doesn't exceed 9 days and you have not received such payments from more than 5 institutions during other UC during the preceding 6 months.

You simply need to present your passport, round-trip ticket, this letter as verification of the purpose of your visit and proof of funding to the American Consulate or Embassy nearest you.

When you pass through the US immigration checkpoint, the US immigration officer should put a stamp in your passport with the notation B-1 and the date to which you are allowed to remain in the US. Please check this notation very carefully before you leave the immigration checkpoint. It is extremely difficult, and often impossible, to have these notations changed after entry. They will also create for you an electronic I-94 card that can be printed at <https://i94.cbp.dhs.gov/i94>.

You will be sent separate instructions indicating whether you will need to have an in person check-in with UC international services or whether you only need to upload copies of your passport and electronic I-94 card upon arrival. Please follow those instructions when you receive them.

If you have questions related to your visit to our campus or other aspects of your stay in the US, please feel free to contact UC international services at 513/556-4278. We look forward to meeting you and hope you have a pleasant journey to Cincinnati.

Sincerely,

Ronald B. Cushing, Director  
UC international services