Invitation Letters to International Visitors

Invitation letters to international visitors are only to be issued International Support Services.  Please draft a letter (feel free to use the template below) and send to ISS.  If using the template, words in bold need to be replaced with wording specific to your visitor/visit.  ISS will have this letter issued on ISS letterhead and signed by the Director of ISS.

**DATE**

**VISITOR NAME**  
**VISITOR’S TITLE**  
**VISITOR’S INSTITUTION**  
ADDRESS

Dear **VISITOR TITLE/NAME**,

It is my pleasure to invite you to visit Virginia Tech on **DATES**.  During your stay here you will be hosted by **VT HOST NAME(S), TITLE(S), DEPARTMENT(S)**.

*(ADD THIS PARAGRAPH ONLY IF YOUR VISITOR WILL PARTICIPATE IN RESEARCH FOR 90 DAYS OR LESS AND WILL RECEIVE NO INCOME FROM VIRGINIA TECH OR ANY OTHER U.S. SOURCE).* As you will be visiting Virgina Tech in B-1 Visitor for Business or Visa Waiver Business status, your stay will be limited to no more than 90 days (cumulative). If you think your stay will exceed 90 days, please contact us immediately so we can arrange an alternate visa category.   Extensions for those in B-1 or VWB status will NOT be granted.

The purpose of this visit is **PURPOSE**.  During your visit to Virginia Tech, you will **ACTIVITIES VISITOR WILL ENGAGE IN**.

I understand that during your stay in the United States, **VISITOR’S FINANCIALLY RESPONSIBLE PARTY** will be financially responsible for all medical insurance and medical expenses, including emergency expenses, as well as **ALL OTHER EXPENSES VISITOR IS RESPONSIBLE FOR**.  This invitation does not constitute any financial obligation on the part of **VT HOST NAME(S)**, Virginia Tech department, Virginia Tech, or its affiliated research centers during your stay in the U.S. other than **VT FINANCIAL OBLIGATIONS**.

We wish you a pleasant and productive visit to Virginia Tech.

Sincerely,

Ian Leuschner  
Director, International Support Services