
INFORMATION REQUIRED SEEKING APPROVAL FOR INVITING VISITORS (U.S. AND INTERNATIONAL VISITORS) AND APPROVAL OF LETTER OF INVITATION

GUIDELINES

Prior to issuing a letter of invitation to a visitor, letters of invitation must be approved. When issuing a letter of invitation to a US Citizen the letter must be approved by the VP's office.

When issuing a letter of invitation to an international visitor, University employees must contact the Office of International Services and the Office of Research Security and provide the required information about the international visitor to maintain compliance with requirements of The United States Citizenship and Immigration Services and The United States Department of State. Moreover, research security protocols for Department of Defense cleared programs are also required.

Academic units, research centers, faculty and staff hosts must advise the Office of International Services and the Office of Research Security before issuing an invitation letter to international visitors who are traveling to UAH from outside of the U.S. In addition, we ask you to notify these offices of international visitors who are currently in the U.S. on a non-immigrant visa type.

These offices will advise the academic units, research center or faculty on the immigration documentation and security measures required prior to international visitors arriving on campus. International collaboration and research partnerships are integral to the University and our goals of education, innovation, and discovery. The Offices of International Services and Research Security look forward to working with academic units, centers, and faculty in continuing our institutional commitment to international collaboration and exchange.

The CSPAR administrative staff will manage this process for you. **Please notify us at least one month prior to the visit if you are planning to invite an international visitor.** The added step of prior notice to Research Security will add time to the process.

INFORMATION OF INDIVIDUAL MAKING REQUEST

1. Requestor's Name: _____ Date of Request: _____
2. Proposed Date for Visit: _____
3. Source of Funding (If Applicable): _____ Amount: \$ _____
4. Type of Funding to be Provided (Travel/Honorarium): _____
4. Statement of Work: _____

Information Needed to Seek Approval for Visitor

Please send the following information by return e-mail so that we may seek approval for the visit. After approval is granted, the visitor will receive an approved letter of invitation, fully executed subcontract or professional service contract, which must be in place prior to the effective date of travel. US Citizens must complete a W-9 form, which is provided to the visitor if applicable. If the visitor is a foreign national the appropriate visa must be in place.

1. Visitor's Full Name: _____

2. Visitor's Title: _____

3. Visitor's Mailing Address: _____

4. Visitor's Email Address: _____

5. Visitor's Social Security Number: _____

7. Scope of Work: _____

If visitor is a foreign national please complete the following also:

6. Visa Status (if Applicable): _____

7. Visitor's Passport Number: _____

Note: If you are not a US citizen, you must have a valid VISA in place prior to travel. Most foreign nationals interested in coming to the U.S. will need to apply for the appropriate visa at a U.S. embassy or consulate outside of the U.S. Exceptions are made for Canadian citizens and a designated list of countries eligible to visit the U.S. temporarily under the B1/B2 Visa Waiver Program.

Please send all requested documentation to the CSPAR administrator making the request.