\* USE YOUR DEPARTMENT LETTERHEAD FOR THIS INVITATION \*

**DATE**

Dear **NAME (DOB MM/DD/YYYY, Passport No. \_\_\_\_\_\_\_\_\_\_, issuing country: COUNTRY NAME),**

We are delighted to welcome you to the University of Maryland Baltimore (UMB)! Thank you for accepting our invitation to visit the **DEPARTMENT NAME** at the University of Maryland Baltimore from **START DATE** to **END DATE.**  Your activities will include …**FILL IN DESCRIPTION OF ACTIVITIES**

In order to enter the United States, you will need to apply for a B-1/B-2 visa stamp at a U.S. embassy or sign up for the Visa Waiver Program, if available. For more information on this process, please refer to the website of your local U.S. embassy or consulate. You can find the websites of U.S. embassies and consulates around the world at [www.usembassy.gov](http://www.usembassy.gov). The process for obtaining a visa stamp can be lengthy, so please begin in a timely manner. If you are eligible for the Visa Waiver Program, please see <https://esta.cbp.dhs.gov/esta/> for information.

Please contact your UMB host department contact, **NAME OF CONTACT at PHONE NUMBER OF CONTACT or** [**EMAIL**](mailto:AFitzpatrick@umaryland.edu) **OF CONTACT** if you have any questions about your upcoming visit.

Sincerely,

DEPARTMENT CONTACT NAME