

SAMPLE LETTER
to be sent to
Sponsoring Institution
On Your Departmental Letterhead
of F-1 or J-1 or Visa Holder

Dear (name of person),

(Name of payee) was invited to (reason for visit to UW). The invitation stated that we intend to ((reimburse local expenses with date of visit, airfare, actual cost of single-occupancy lodging at a rate up to (amount per day), plus meals at (amount) per day **and/or** honoraria in the amount of (amount)).

As (name of payee) is working at or sponsored by (name of institution) under a (F-1 or J-1) visa status, I will need a letter addressed to me from your institution's responsible officer giving us permission to reimburse him/her. Sample wording:

(Name of payee) is working at or sponsored by (name of institution) under a (F-1 or J-1) visa status, which expires (date of expiration).

This letter (authorizes/permits) the University of Washington to reimburse (him/her) for expenses during (his/her) visit to the (name of UW Department and dates of attendance).

For additional information, please contact this office.

Since (name of payee) is not a U.S. citizen, our University regulations require that we have a letter from your institution before I can reimburse his expenses (or pay honorarium in the case of a J-1 visitor). I hope that you can provide assistance in this matter.

Sincerely,

(your name)

(your title)