

**University of Illinois, Department of Physics**

**Visitors on H1 Visas**

**Documents needed for reimbursement**

**Prior to visit**

Authorization letter from sponsor, signed by Dean, Department Head, Assistant Head, or officer with International Office (sample letter below)

**During or after visit**

1. I-94 Card (photocopy of both sides, even if the back is blank).
2. Photocopy of passport pages showing:
  - a. Photo and Identification stamps
  - b. All U.S. Entry stamps
  - c. Entry Visa
3. Original receipts

# **SAMPLE letter required for visitors on H1 Visas.**

**Send to address below or to [mcduffbe@mail.physics.uiuc.edu](mailto:mcduffbe@mail.physics.uiuc.edu)**

*MUST BE ON LETTERHEAD*

Date:

Condensed Matter Theory Group  
University of Illinois  
Department of Physics  
1110 W. Green St.  
Urbana, IL 61801

To Whom It May Concern:

The purpose of this letter is to authorize the reimbursement for xxxxxxxx. He/She is currently holding an H1 visa. This office will not reimburse xxxxxxxxx for any expenses incurred during the visit to the University of Illinois on [dates].

Sincerely,

*Letter needs to be signed by Department Head,  
Assoc. Dept Head, Director, or appropriate  
person in traveler's International Office*