

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

MUST BE ON LETTERHEAD

Date:

Institute for Condensed Matter Theory
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*