RE: Request for B-1/W-B status for first name LAST NAME

To Whom It May Concern:

This is to certify that visitor’s name, a student/professor (etc.) of school name/company name, country name, will be visiting the Department of (dept. name) at the University of California, Santa Cruz to (state the purpose of visit here: short-term training program/independent research/conference or seminar attendance/interview) for the period of (month/day/year to month/day/year). Name will not receive/will receive (state the amount of honorarium or incidental expenses, if any) from UC Santa Cruz. Name will not be employed in any way.

We are requesting that you grant name admission under B-1/W-B status upon entry to the United States.

Thank you very much for your assistance to name and to the University of California, Santa Cruz.

Sincerely,

Host professor signs here