



UNIVERSITY *of* NEW HAMPSHIRE

February 1, 2005

Colleagues-

We live in times that strain our abilities to participate in the free exchange of ideas on the international stage. Many of you have faced border problems related to "foreign" visitors, guests and students who are coming to UNH for workshops and conferences. My office recently learned of a very unfortunate incident where a distinguished scholar was denied entry to participate in an international space science workshop. We are fundamentally and completely committed to the free movement of scholars and the free exchange of ideas, and are pursuing the issue with our delegation. In the meantime, what follows are suggestions for framing your invitation to a visitor to reduce the likelihood of border delays, and suggested contacts if you have questions or do encounter resistance to entry.

1. The letter of invitation to an invitee will be frequently needed by the invitee for entry into the U.S. and is an important and useful document. As you prepare letters of invitation for foreign guests attending UNH scientific workshops or conferences here on campus or at some other U.S. location, you should use of the following elements:

- The letter is on formal UNH stationary with the original signature of the host
- Indicate the specific purpose of the visit
- Include a brief, non-technical description of the workshop or conference
- Include a printed version of the brochure or web page developed for the workshop or conference
- Describe the credentials of the invitee
- Provide the expected dates of arrival and departure
- Provide the name, phone number and e-mail of the UNH point-of-contact (if travel by the invitee is expected outside normal business hours, then please provide home contact information)
- Indicate the source of funding for program participation. If the foreign national will be provided an honorarium or will receive compensation please inform the OISS as soon as possible.

2. Please feel free to engage the UNH Office of International Students & Scholars. With a month or more lead time, they can serve as contacts for invitees about visa matters and provide information on the most current U.S. entry requirements and procedures. The OISS can also be in contact with staffers to the congressional delegations that deal with immigration issues.

Leila Paje-Manalo, Director, UNH Office of International Students & Scholars
Hood House ,89 Main Street, Durham, NH 03824, leila.paje-manalo@unh.edu
Phone: 1-603-862-3491, Fax: 1-603-862-0844, <http://www.unh.edu/oiss>

3. If you anticipate complications for invitees, then please contact my office and we can engage staff from our congressional delegation in advance to assist the process. Please contact us a few weeks ahead of the expected travel time. You can contact:

Kathy Mandsager, Office of the Vice President for Research and Public Service
107 Thompson Hall, Campus, kathy.mandsager@unh.edu
Phone: (603) 862-1997, Fax: (603)862-3617, <http://www.unh.edu/orps/>