**TEMPLATE VISITOR FOR BUSINESS LETTER**

**TO BE PREPARED ON OFFICIAL UNIVERISTY LETTERHEAD**

[Today’s date]

To the Port of Entry Officer

United States Department of Homeland Security

Customs and Border Protection

United States Port of Entry

**Subject: Entry in Visitor for Business status for [NAME]**

Dear Sir/Madam:

We respectfully request that the port of entry officer allow **[NAME]** to enter the U.S. in visitor for business status for the purpose of **(PURPOSE OF VISIT**) at **(NAME OF DEPARTMENT/DIVISION/UNIT**) at the University of Colorado Denver | Anschutz Medical Campus.

The University of Colorado Denver is the Rocky Mountain region’s premier urban research university with nationally ranked programs, and provides diverse undergraduate and graduate programs with options in the health sciences, life sciences, professional programs, and liberal arts. Its affiliated hospital, the University of Colorado Hospital, is the Rocky Mountain region's only academic medical center, and has been recognized as one of America's best hospitals, according to [U.S. News & World Report](http://www.uch.edu/content/welcome/content.asp?index=WelcomeUCH&title=CU%20Hospital%20Ranked%20in%2013%20Specialties%20in%20Annual%20Survey%20by%20U.S.%20News).

**(IF APPROPRIATE, ADD DESCRIPTION OF SPECIFIC PROGRAM VISITOR IS COMING TO OBSERVE)**

We have invited **(NAME)** to be on campus from **(NOTE START & END DATE**)\*. S/he will (**EXPLAIN PROGRAM DUTIES/ASSIGNMENTS/OR ACTIVITES OBSERVED and EXPLAIN REASON FOR INTEREST OF AND BENEFIT TO B-1 IN PARTICIPATING IN THIS PROGRAM OR OBSERVATION)**. S/he will be financially supported by **(NOTE FINANCIAL SUPPORT, SUCH AS PERSONAL FUNDS, GOVERNMENT FUNDS, OTHER)**.

This scholar’s activities fit within the parameters of the visitor for business visa according to 9 FAM 402.2-5(F)(3), Medical Doctor (CT:VISA-288; 02-22-2017): “A medical doctor otherwise classifiable H1 as a member of a profession whose purpose for coming to the United States is to observe U.S. medical practices and consult with colleagues on latest techniques, provided no remuneration is received from a U.S. source and no patient care is involved. Failure to pass the Foreign Medical Graduate Examination (FMGE) is irrelevant in such a case.”

Thank you in advance for your assistance in **(NAME)’s** entry into the United States in visitor for business status.

Sincerely,

[Appropriate Signature Block]

\*You can use a flexible period such as “3 months starting no later than XX/XX/XXXX)