## **Invitation Letter Request for Visa Application**

**Visa application to USA**

Foreign nationals who require a Visa to enter the US must apply and obtain a Visa in advance at any USA Representative Office abroad before entering the country.

### Documents provided from MORIS

Letter of Reason for Invitation, Schedule of Stay, and Documents on the inviting organization are required for your Visa application. Please fill the form below, which are needed information to prepare the documents, and send this form back to

MORIS2018 Secretariat

E-mail: [moris2018@physics.qc.cuny.edu](mailto:moris2018@physics.qc.cuny.edu)

**Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name (Family Name) | | Middle Name | | First Name (Given Name) |
|  | |  | |  |
| Nationality | | Sex | | Passport Number |
|  | |  | |  |
| Date of Birth (Month/Day/Year) | | Title | | Job Position |
|  | |  | |  |
| Affiliation / Department | | | | |
|  | | | | |
| Postal address (where the documents will be sent): | | | | |
|  | | | | |
| Zip code | Country: | | Embassy / Consulate of USA, where you apply for Visa | |
|  |  | |  | |
| Phone | Fax | | E-mail | |
|  |  | |  | |

**Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Example of description)

\* Following is an example of description for your personal information and itinerary.

\* All the information is needed to prepare documents for your visa application.

Please do not forget to fill all the column.

**Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name (Family Name) | | Middle Name | | First Name (Given Name) |
| Jiki | | - | | Taro |
| Nationality | | Sex | | Passport Number |
| Japanese | | Male | | TF1025XXXXX |
| Date of Birth (Month/Day/Year) | | Title | | Job Position |
| January / 25 / 1973 | | Dr. | | Assistant Professor |
| Department / Affiliation | | | | |
| Department of Material Science, xxxx University | | | | |
| Postal address (where the documents will be sent) | | | | |
|  | | | | |
| Zip code | Country | | Embassy / Consulate of Malaysia, where you apply for Visa | |
| 101-0052 |  | | Consulate General of USA in Shanghai | |
| Phone | Fax | | E-mail | |
|  |  | |  | |

**Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
| 2018/ XX / XX | Arrive in JFK Airport on abroad flight UA XXX |  |  |
| XX / XX ~ XX / XX | Surface transport and sightseeing | Mobile Phone:  Tel: 090-1234-MMMM | XXXX Hotel  Tel: 03-1234-XXXX |
| 2018/ XX / XX | Depart from JFK Airport on abroad flight UA XXX |  |  |