

For the VISA invitation letter:

\* Who is coming?

Be very clear what the name is; sometimes there is a confusion on the surname.

What is the title? (Mr., Ms., Dr. etc.)

What is appropriate salutation? (such as Dear Dr. Smith)

\* What is the home institution and mailing address?

\* When and how long?

SAMPLE: I have not yet booked a ticket. So with a safe margin on both sides of two days, August 21st to 29th August would be the period.

\* What is the reason for the visit?

To attend "Attend the US ATLAS Regional Hadronic Final State Forum Workshop"

\* Where to send the letter of invitation; is a FAX needed too?

The letter of invitation should be sent to the institute address.

**Please send the answers back to Thanh Ly (tkl@slac.stanford.edu).**