

For the VISA invitation letter:

***Who is coming?**

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

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

What is the 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 but I am just planning for the DES meeting. Please add a couple of days on both sides of the planned meeting. November 29 - December 6 would be the period.

***What is the reason for the visit?**

“To attend The Dark Energy Survey International Collaboration Meeting at the SLAC National Accelerator Laboratory.”

***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 Martha Siegel (martha@slac.stanford.edu)