



### Suggested Template for H-1B Travel Letter

The travel letter should be printed on departmental letterhead, written by the faculty/scholar's supervisor, department chair, or HR administrator, and include contact information for the person signing the letter. The letter should be concise and to the point. One or two paragraphs are sufficient.

Date

Re: *[name of faculty/scholar in H-1B status]*

To Whom It May Concern –

This is to confirm that *[name of faculty/scholar]* is employed as a *[job title]* in *[name of department within college]* at Clemson University. *[Name of faculty/scholar]* will be traveling internationally *[state purpose, e.g., to attend a professional conference; for a vacation]*. We expect that *[he/she]* will return to Clemson on *[date]* to resume *[his/her]* activities at Clemson University pursuant to *[his/her]* H-1B status.

Please do not hesitate to contact me should you have any questions or concerns about the specifics of *[name of faculty/scholar's]* position. For questions about *[his/her]* immigration status, please direct your inquiries to **International Services** at Clemson University at +1 (864) 656-3164 or [empvisa@clemson.edu](mailto:empvisa@clemson.edu).

Sincerely,

*[Name]*

*[Title]*

*[Contact information to include email and phone number]*

CLEMSON UNIVERSITY  
230 Parkway Drive • 108 Long Hall • Clemson, SC 29634-5714  
864-656-3614 • [International Services](mailto:empvisa@clemson.edu)

*Dated 12/21/2022*