

**PRINT ON DEPAUL UNIVERSITY LETTERHEAD**

[DATE]

[NAME]

[ADDRESS]

Dear [NAME]:

I am pleased to invite you to visit DePaul University in Chicago, Illinois [to participate in a conference] [to engage in research activities with \_\_\_\_\_] [to conduct independent research and receive training regarding \_\_\_\_\_]. While at DePaul, you will be affiliated with the [College/Department] of \_\_\_\_\_.

I expect your visit to commence on or around \_\_\_\_\_, and to conclude on or around \_\_\_\_\_. Please note that this invitation is contingent upon you obtaining the necessary immigration documents to visit the United States. DePaul University will not be compensating you for this visit.

Established in 1898, DePaul University of Chicago, Illinois is a nationally recognized institution of higher education located in an exciting and engaging urban environment. DePaul University is committed to teaching both graduate and undergraduate students, offering comprehensive programs, plus opportunities for adult continuing education. DePaul University is comprised of a number of colleges and schools including: The Driehaus College of Business, The College of Communication, The College of Liberal Arts and Social Sciences, The College of Law, The School for New Learning, The College of Computer Science and Telecommunications and Information Systems, The College of Education, The College of Science and Health, The School of Music, and The Theatre School.

On behalf of DePaul University, I look forward to your visit and our academic collaboration. In the meantime, please do not hesitate to contact me or my colleagues should you have any questions regarding this invitation.

Very truly yours,

[NAME]

[TITLE]

[COLLEGE/SCHOOL/DEPARTMENT]