

ADMINISTRATION

Kathleen Woodward
Director

Rachel Arteaga
Assistant Director

Monica Cohn
Administrator

Denise Grollmus
Communications Manager

Caitlin Palo
Program & Events Manager

Sarah Grace Faulk
Administrative Assistant

Annie Dwyer
Assistant Program Director
Reimagining the Humanities PhD

Roneva Keel
Program Coordinator
Digital Humanities Initiative

EXECUTIVE BOARD

Jordanna Bailkin
History

Benjamin Gardner
Interdisciplinary Arts & Sciences
UW Bothell

Sonal Khullar
Art History

Habiba Ibrahim
English

Andrew Nestingen
Scandinavian Studies

Brian Reed
Divisional Dean of Humanities
English

Sonnet Retman
American Ethnic Studies

Kathleen Woodward
Simpson Center Director
English

UNIVERSITY of WASHINGTON

206 Communications
Box 353710
Seattle, WA 98195-3710

t. 206. 543. 3920
e. humanities@uw.edu

simpsoncenter.org

SAMPLE INVITATION LETTER

[Date]

[Addressee]

[Program/Institution]

[email]

Dear [Addressee]:

On behalf of the [PROJECT NAME], supported by the Simpson Center for the Humanities, I would like to invite you to visit the University of Washington on [DATES] to present your research and participate in our discussions.

[You may wish to provide some context on your project here.]

For this visit, which will include [SPECIFY ACTIVITIES: e.g. lecture, seminar, workshop], we are able to [offer you an honorarium of \$XXX.00;] [cover your round-trip coach travel between your hometown and Seattle up to \$XXX.00;] [ground transport up to \$XXX.00] and [lodging expenses for XX days].

The Simpson Center will work with you to coordinate travel plans. I am copying in Caitlin Palo, Simpson Center Program & Events Manager at cpalo@uw.edu; please be in touch with her to make arrangements. If for any reason you prefer to book your own airfare and request reimbursement, please note that the Simpson Center cannot reimburse before the event. Please contact Caitlin for further details on flight arrangements, ground transport, and reimbursement.

The Simpson Center will also arrange hotel for the nights of [Month XX-XX, Year – *night before - morning following UW business*].

If you are not a U.S. resident, please refer to the addendum on the next page regarding Visas, Reimbursement, and Honorarium.

We look forward to engaging with you and your work. Please let us know at your earliest convenience whether you will be able to participate.

If you have any questions, feel free to contact us via email or at [Project Organizer's telephone number]. We look forward to hearing from you soon.

Sincerely,

[Project Liaison]

Cc: Monica Cohn, Administrator, Simpson Center for the Humanities nannerl@uw.edu
Caitlin Palo, Program & Events Manager, Simpson Center for the Humanities
cpalo@uw.edu

Information for non-U.S. Residents regarding Visas, Reimbursement and Honorarium

If you are not a U.S. resident, for this visit you will need to enter through the ESTA program or on a business visa. For information on ESTA and whether you are eligible, please visit <https://esta.usvisa.org/visa-application-authorisation/>.

If you are not eligible for ESTA, please obtain a business visa (B-1). You will need to apply for this visa at a U.S. consulate or embassy in your country. Upon your entry to the U.S., you will be given an I-94 card. This card will be stapled to your passport and is returned to an immigration officer on your departure from the U.S. Please show this invitation letter to the immigration officer to support your need for business visa travel status.

Once at the University, you will need to complete some paperwork to receive the honorarium and travel reimbursement. In addition, you will need to provide your passport and your I-94 so they can be photocopied. Please be aware that honorarium payments are subject to U.S. federal withholding tax of 30%. Your payment may be exempt from this withholding if there is a tax treaty benefit between your country and the U.S. UW staff will advise you about any treaty benefit that applies. If you do qualify, you will need a U.S. social security number (SSN) or U.S. individual taxpayer identification number (ITIN) in order to receive the benefit. If you already have either of these numbers, please bring it with you. Otherwise, arrangements will be made for you to apply for an ITIN once on campus.

If you are ineligible for the tax treaty benefit, we would like to absorb the cost so that you receive the full honorarium amount above. If you have any questions about the honorarium or tax treaties, please contact Monica Cohn, Simpson Center Administrator, at nannerl@uw.edu.