**Administrative Processing**

**B Required Document**

* **CV:**
  1. Personal Contact Information
  2. Education Degrees
  3. Awards and Honors Received
  4. Work Experience
  5. Previous, Current, and Proposed Research
* **Company Profile:** Include a short summary of your company’s products/services, and business activities in your home country and/or in the U.S.
* **Invitation Letter**: Provide a letter from your U.S. sponsor, including the purpose of visit and/or activities to be engaged in the U.S. and conference invitation.
* **Travel Itinerary**: Provide all proposed dates of travel, destinations, and contact information of where you will stay while in the U.S.
* **Publication List:** Include a complete list of your academic and professional publications. (If available)
* **Research/Thesis Abstract:** Provide a short summary of the research thesis from your advanced degree of education. If you plan to present your research at a conference in the U.S., also include the research abstract for your presentation. (If available)