SAMPLE J-1 Exchange Visitor Invitation Letter

Please print this on Department letterhead and have this signed by the Department Chair or Dean of the College.

(Date)

(Researcher’s Name

Address 1

Address 2

City, Country ZIP)

Dear (Researcher’s Name):

On behalf of the Department of (Insert specific department name) at Texas State University-San Marcos, I am pleased to extend an invitation to you for a period of (insert length of time) starting from (mm-dd-yyyy to mm-dd-yyyy) as a (Research Scholar, Professor, Short Term Scholar) through the J-1 Exchange Visitor Program.

The (research, teaching, etc.) and activities in which you will be involved at Texas State will be (enter description of activities to be pursued at Texas State). Visiting scholars enjoy the privilege of attending and taking part in seminars, and utilizing laboratory and other facilities and space to the extent they are available.

Option 1 Researcher funds his or her own stay:

You must have sufficient funds available for your living expenses (approximately $1200 per month).

Option 2 Department funds their entire stay through stipend or salary:

We will be paying you a (monthly, weekly annual, one-time) (stipend, salary). (Optional: We will also be reimbursing your airfare cost and covering the cost of your room and board at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_\_\_\_.)

You will need a Form DS-2019 to apply for a J-1 visa to enter the United States as a J-1 Exchange Visitor. The Texas International Education Consortium (TIEC) will prepare the Form DS-2019 and send it to us. We will then forward it to you. Accompanying this form will be information about applying for the J-1 visa and the medical insurance requirements for J-1 Exchange Visitors and their accompanying dependents. You are required to have medical insurance that meets the requirements of the U.S. Department of State. If possible, it is best to make arrangements for accommodations before leaving so you will have a place to stay when you arrive.

When you arrive at Texas State, please meet with (name of supervisor) to discuss your duties and what will be expected. I look forward to meeting you and wish you a very rewarding experience at Texas State.

Sincerely,

(Name of Department Chair or Dean of College)

*(Chair, Department of XX OR Dean, College of XX)*