

SAMPLE: J-1 VISITING SCHOLAR INVITATION LETTER  
(print on official department letterhead)

[Date]

[Name of visiting scholar]

[Address of visiting scholar]

Dear [Name of visiting scholar]:

On behalf of the [inviting department], I would like to formally invite you to Illinois State University as a visiting scholar from [month, day, year] to [month, day, year].

[Name and title] will be your faculty host during your time at Illinois State and will work with you as you engage in the following activities:

[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable).]

You [will/will not] receive a [stipend/salary] from Illinois State. [If a stipend or salary is offered, the exact amount must be stated in this letter and arrangements must be made through the Office of Human resources]. You will be responsible for finding your own housing accommodations and providing your own room and board. In addition, you will be responsible for maintaining health insurance during your entire stay in the U.S. [If you can offer assistance in these areas, please specify the services you will provide].

During your time at Illinois State, the following support and resources will be made available to you:

[Describe in detail what will/will not be made available; for example:

You will be allowed to audit (without pay) three to four classes per semester (without credit or certificate). You will be provided with an office, phone, computer and access to the University library. You will be invited to departmental meetings and will be welcome to participate in a variety of lectures and seminars offered on campus.]

To visit Illinois State University, you will need to apply for a J-1 exchange visitor visa. Together with your faculty host, you will complete the required paperwork that will be submitted to International Student and Scholar Services (ISSS) and utilized to create your DS-2019 visa document required for the J-1 visa process.

We look forward to welcoming you to Illinois State University. I am certain that you will have a productive and rewarding experience and we will mutually benefit from this collaboration and your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

[Signature]

[Name, Title]

[Department]