INSTRUCTIONS FOR LETTER OF INVITATION
for J-1 Exchange Visitors
(Research Scholar, Professor or Short-Term Scholar)

Several topics must be addressed in letters of invitation extended to J-1 Exchange Visitors. Please read all guidance related to the J-1 Exchange Visitor program before issuing a letter of invitation/offer. Then, use this list and the following sample as guidance in preparing letters of invitation for research scholars, professors and short-term scholars. Standard offers of employment are not appropriate and do not adhere to the guidelines for international exchange visitors who will hold J-1 visas, even though these visitors may be employed by the University in some case. All letters of invitation must be placed on official letterhead with original signatures of department officials.

Please include in letters of invitation the following:

ACTIVITIES:
- Position/Role: Title the person will hold at OSU or a description of formal affiliation
- Recognition that this activity has been approved by the Department, College & Provost
- Category of J-1 Exchange Visitor: Professor, Research Scholar or Short-Term Scholar, Non-Degree Student
- Program Dates
- Description of proposed activities and responsibilities
- Opportunities for cultural exchange

SUPPORT & FINANCES:
- Materials/equipment/support provided or not provided by department
- Salary or Compensation (If applicable)
- Reminder of minimum stay requirements ($1000/mo for visiting scholars at OSU)
- Health Insurance Requirement (see sample paragraph)
- Fees & Other monetary considerations (who is responsible? Department or EV?)
  - Program Fee for Special Programs (Non-Degree Students)
  - $17 Fee for OSU ID Card
  - $65 Fee for ISS Processing/Assistance
  - $25 Fee for extensions of program – modifications to DS-2019
  - OTHER (Colvin Center, IT charges, etc.)
- J-1 EV must adhere to all University, immigration & Exchange Visitor Program regulations and policies
- Dependents – Minimum support required (spouse: $500/mo, child $333/mo) & process for inviting dependents
- Housing – Who will identify temporary housing? Provide options and rate.
- Transport from/to airport - Who is responsible for logistical arrangements & costs?
- Transportation in Stillwater – Who is responsible? Likely costs, options