



Instructions for writing Invitation Letters for J-1 Scholars

Several topics must be addressed in letters of invitation extended to J-1 Exchange visitors in the **Research Scholar, Professor, and Short-Term Scholar** categories. Use this list and the following samples as guidance in preparing your invitation letters. 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 cases. All letters of invitation should be printed on departmental letterhead with original signatures.

The following must be included in the letter:

ACTIVITIES:

- Position/Role – Title the scholar will hold at OSU or a description of formal affiliation
- Recognition that this activity has been approved by the Department, College, and Provost
- Category of the scholar – Research Scholar, Professor, or Short-Term Scholar
- Program Dates
- Description of proposed activities and responsibilities
- Opportunities for cultural exchange

SUPPORT AND FUNDING INFORMATION:

- Materials/equipment/support to be provided (or not) by the department
- Salary or compensation (if any)
- Reminder of required minimum monthly financial support (\$1,700 for scholars; \$850 for spouse, \$425 for each child).
- Health insurance requirement
- Fees and other monetary considerations, and who will be responsible for those fees
 - \$200 ISS processing fee (includes ID card fee)
 - SEVIS and visa application fees
 - Other University service fees or charges (Colvin Center, Health Services, parking, etc.)
- Housing – who will be responsible for assisting with housing and temporary accommodations
- Transportation to and from airport, and in Stillwater

Additionally, it should be stated that the Scholar must adhere to all University, Immigration, and J-1 Exchange Visitor Program regulations and policies.

SAMPLE #1 - LETTER OF INVITATION

Please review all three sample letters for sample content, conditions, and provisions.

Date

Name of Exchange Visitor

Title

Company Name

City, Postal Code

Country

Dear Dr. Visitor:

I am pleased to extend an invitation to you to be a Visiting Research Scholar in the Department of Agricultural Economics at Oklahoma State University. As proposed, you will collaborate closely with Dr. Goyal on research related to economic theory and its applications. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff, and students. The invitation has been approved by the College of Agricultural Sciences and the University Provost, and is valid for a period of one year from November 1, 2015 – October 31, 2016. In the event that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support, and computer and internet access. We cannot provide you with any form of salary nor can we pay any of your expenses, but we understand that you will be supported by your host university during your stay here. Our department will make arrangements for your transportation from the airport upon your arrival. We will also identify options for temporary housing and their estimated costs, and forward this information to you in the coming weeks.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1,700 per month of intended stay. You will also be required to purchase and maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. Additionally, you will be responsible for all fees and expenses related to your visa and stay here. These include the following: \$220 SEVIS fee, visa application fee, and any subsequent fees or related costs for services at the university. If you intend to bring dependents, you must demonstrate that you have the required health insurance for all family members and financial support for your spouse (\$850/mo.) and/or children (\$425/mo. per child).

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. The Office of International Students and Scholars will provide you with the DS-2019 form and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration, and exchange visitor program regulations and procedures.

We look forward to your time here at Oklahoma State University. I believe our program and the interests you expressed overlap and intersect in many areas. I believe our mutual interests and this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Prof. Arnold

Dean

SAMPLE #2 - LETTER OF INVITATION

Please review all three sample letters for sample content, conditions, and provisions.

Date

Name of Exchange Visitor

Title

University Name/Department

City, Postal Code

Country

Dear Ms. Visitor:

I am pleased to extend an invitation to you to be a Visiting Professor in the School of Architecture at Oklahoma State University. As proposed, you will collaborate closely with Dr. Lord in the preparation and teaching of introductory and intermediate courses. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation has been approved by the College of Engineering, Architecture, and Technology and the University Provost, and is valid for two academic years, from August 15, 2016 – May 15, 2018. In the event that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support and computer and internet access. You will also have access to the support of one graduate teaching assistant. You will be compensated at the rate of \$3,333 each month in the academic year and provided health insurance through the university. While housing is your responsibility, we will identify options for temporary housing and their estimated costs and forward this information to you in the coming weeks. In general, you should expect to pay approximately \$600 – \$950/mo. for housing in Stillwater depending on the size of apartment or home. Please contact the Office of International Students and Scholars to arrange for airport transportation service. Please do not pay the driver as our department will be responsible for the charges.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1,700 per month of intended stay. This can be demonstrated by this letter. You will also be required maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. The University insurance will satisfy this requirement and is available for you to purchase. Additional fees and expenses related to your visa are your responsibility and include the \$220 SEVIS fee and visa application fee.

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. If you intend to bring dependents, they will also be issued DS-2019 forms, so long as you have demonstrated you have the required health insurance for all family members and financial support for your spouse (\$850/mo.) and/or children (\$425/mo. per child). The Office of International Students and Scholars will provide you with the DS-2019 form(s) and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration, and exchange visitor program regulations and procedures. If you have additional questions about logistical arrangements, please do not hesitate to contact me.

We look forward to your time here at Oklahoma State University. I believe our program will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Wang

Associate Professor

SAMPLE #3 - LETTER OF INVITATION

Please review all three sample letters for sample content, conditions, and provisions.

Date

Graduate Student
University Name/Department
City, Postal Code
Country

Dear Graduate:

I am pleased to extend an invitation to you to be a Visiting Short-Term Scholar in the Department of Physics at Oklahoma State University. As discussed, you will work with Dr. D. Krueger with research related to Photonics and spend observational time in our laboratories. Additionally, you will be involved in many activities that will allow for cultural exchange among faculty, staff, and students. The invitation has been approved by the College of Arts and Sciences and the Office of the Provost, and is valid for one semester – January 11, 2016 – May 15, 2016. In the event that your arrival must be postponed or is delayed due to the required visa application process, please inform us immediately.

We are happy to offset the cost of your visit by offering you \$500/mo. to assist with living expenses; however, all other expenses will be your responsibility. During your stay here, we will be able to provide you with office space, secretarial support, and computer and internet access. Our department will make arrangements for your transportation from the airport upon your arrival, but transportation in and around Stillwater will be left to you to arrange. We will also identify options for temporary housing and their estimated costs, and forward this information to you in the coming weeks.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1,700 per month of intended stay. You will also be required to purchase and maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. You will also be responsible for all fees and expenses related to your visa and stay here, which include the following: \$220 SEVIS fee, visa application fee, and any subsequent fees or related costs for services at the university. If you intend to bring dependents, you must demonstrate that you have the required health insurance for all family members and financial support for your spouse (\$850/mo.) and/or children (\$425/mo. per child).

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. The Office of International Students and Scholars will provide you with the DS-2019 form and additional information regarding the Exchange Visitor Program. Please note that during your stay here you are responsible for adhering to all university, immigration, and exchange visitor program regulations and procedures. If you have additional questions about logistical arrangements, please do not hesitate to contact me.

We look forward to your time here at Oklahoma State University. I believe our research will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Newton
Professor and Department Head