



SAMPLE #1 - LETTER OF INVITATION FOR INTERNS

Date

Intern's Name
Intern's Address

Dear Intern:

I am pleased to invite you to participate in an internship with the Department of [**Animal Science**] in the College of [**Agricultural Sciences & Natural Resources**] at Oklahoma State University (OSU).

Under the terms of our agreement to host you during your internship, you will be sponsored to conduct research as a J-1 Student Intern for the duration of [**four months**], from [**August 1, 2015** until **November 31, 2015**].

During your period of research, your faculty sponsor and contact at OSU will be [**Dr. Gary Thecat, Assistant Professor**].

As part of our commitment to host you, the Department of [**Animal Science**] will provide you with office space and a computer to carry out your research, an OSU O-Key Account, access to the University library and its research databases, and access to all standard administrative services. You will be responsible to all of your personal expenses during your stay at OSU, including transportation, housing, meals, and medical insurance. You will also be responsible for all fees and expenses related to you 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.

We look forward to your arrival. Please keep us informed as you make plans to arrive at OSU, and feel free to contact if you have any further questions.

Sincerely,

[**Dr. P.G. Doge,**
Department Chair]

SAMPLE #2 - LETTER OF INVITATION FOR INTERNS

Date

Name of Exchange Visitor

City, Postal Code

Country

Dear Elisa,

In my capacity as an Assistant Professor at Oklahoma State University (OSU), I would like to extend you an invitation to be a full-time (40 hours per week) visiting undergraduate researcher in the Department of _____ for the period of May 8th, 2018 to July 17, 2018.

At OSU, you will be conducting collaborative research under my guidance on investigating existing autopilot systems, interfacing sensors and actuators for autonomous controls and developing software environments for simulating various robotic systems. You will also support any testing and demonstrations that we will conduct during your visit at OSU. At the end of your internship, you will be responsible to submit a final report summarizing your work, finalize interface designs of sensors and actuators onboard a quadcopter and finish software writing for autonomous control and simulations.

We will be offering you a productive working environment including your lab space, computer, and necessary lab facility to conduct your research. We will also offer \$400.00 per week compensation for each working week at OSU. As a participant in the J1 exchange visitor program you will be expected to comply with the U.S. Department of State's accident and illness insurance requirements throughout your stay. You may choose your own insurance provider or elect to enroll in OSU's health and accident insurance program for visiting scholars.

Sincerely yours,

Dr. Atkins

Assistant Professor