

INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142
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www.global.arizona.edu/ifs

J-1 Letter of Invitation template, edit as needed and print on department letterhead

[Date]

[Department/College Name]

[Address]

Dear [SCHOLAR'S NAME],

On behalf of the [DEPARTMENT OR COLLEGE] at the University of Arizona, I am pleased to extend to you an invitation to visit for up to [LENGTH OF STAY], starting approximately [DATE] or as soon as you are able to obtain the J-1 visa.

[NAME OF PROFESSOR / SUPERVISOR] is looking forward to you joining his research team. Your experience in [AREA OF EXPERTISE] will be very beneficial. [NAME OF PROFESSOR / SUPERVISOR] will provide a place for you to sit and the necessary equipment/laboratory space for you to conduct research. When you arrive at the University of Arizona, please meet with [NAME OF PROFESSOR / SUPERVISOR] to discuss your duties and what will be expected of you.

Visiting scholars enjoy: (a) library privileges identical with those of the faculty; (b) the privilege of auditing classes without fee or record, as space allows; (c) the privilege of attending and taking part in seminars; and (d) the use of laboratory and other space and facilities to the extent they are available. In addition, Visiting Scholars may purchase faculty and parking permits and tickets to Artist Series events at faculty rates.

I must point out that the [DEPARTMENT OR COLLEGE] does not have the funds for reimbursement or stipends and I understand that you will be arriving on your own funding. The amount of funds the United States Citizenship and Immigration Service requires is \$1,772 per month for yourself, with an additional \$620 per month for each dependent accompanying you, if applicable. If you are using personal funds for your support, I will need a letter from your bank verifying you have the funds. If you will be receiving ongoing salary from your employer, please have an official of your employer verify the amount in writing to me. The International Faculty and Scholars office at The University of Arizona (UA) will not process your application without funding verification.

Also, please refer to the following link (<https://global.arizona.edu/international-faculty/j-1-exchange-visitor>) for information on the mandatory health insurance requirement for J-1 Exchange Visitors. Failure to maintain the required insurance will result in termination of your Exchange Visitor program.

The Immigration Reform and Control Act of 1986 requires that you produce documents that authorize you to be in the United States. On your arrival to the UA, you must present to the department original documents to establish (1) your true identity and (2) eligibility to be in the United States. Please consult with the [DEPARTMENT OR COLLEGE] Personnel Office upon your arrival for further information regarding this requirement.

I look forward to meeting you and wish you a very rewarding collaboration with [NAME OF PROFESSOR / SUPERVISOR].

If the conditions are clear and you accept this offer, please sign below and return as soon as possible by mail or fax. This offer is contingent upon your ability to obtain the appropriate visa.

Sincerely,

Dean

Professor / Supervisor

Scholar