

Sample Invitation Letter for J-1 Scholars (Letter must be signed and on letterhead)

[Date]

Dear [Exchange Visitor's Name],

On behalf of [Department Name], I am pleased to invite you to be a [J-1 Category Name: Research Scholar, Professor, Specialist, Short-Term Scholar, Student Intern] at Clemson University. The expected duration of your program is [program start-date] to [program end-date]. *(Please ensure the program start-date provides sufficient time for DS-2019 issuance, visa application, and arrival to the U.S.)*

During your time at Clemson, you will be working with [Hosting Supervisor] on [program objectives and expectations – Describe research, teaching, internship objectives and expectations].

[We will be providing you with \$xxxx throughout the duration of your program] - **[OR]** – [It is our understanding that you will be funded by (name of sponsoring organization or self-funding) to cover all the expenses of your stay at Clemson University, including health insurance for yourself and your accompanying dependents, if any]. [Department Name] will provide you with [office, lab, desk, etc.] space and [Provide any other resources you will make available to the EV, including insurance].

Both the U.S. Department of State (DOS) and Clemson University require J-1 Exchange Visitors and their J-2 dependents to have sufficient medical insurance coverage during their stay in the U.S. Further information about insurance and other information on the J-1 Exchange Visitor Program is available at <http://www.clemson.edu/campus-life/campus-services/international/J-arrival-guide/J%20Insurance.html>.

Include any additional comments or information you would like to provide here:

Sincerely,

Signature required

[Name]

[Title]

[Contact Information]