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

[Date]

Dear [Exchange Visitor’s Name],

On behalf of [Name of Department], I am pleased to invite you to be a [Use J1 EV Category as shown below] at Clarkson University. This invitation is effective for the period of [Start Date of Program] to [End Date of Program].

During this time here you will be working with [Department - faculty member’s name - or lab] your program objective will be to: [Describe research objective or description of teaching – be sure to define program expectations].

[We will be providing you with $xxxx for the period of this exchange] - [OR] – [It is our understanding that you will provide your own funding to cover all the expenses of your stay at Clarkson University, including health insurance for yourself and your accompanying dependents, if any]. Clarkson University will provide you with [office]/[lab] space (which may be shared), the use of a computer and library facilities. (Provide any other resources you will make available to the EV, including insurance)

Both the U.S. Department of State (DOS) and Clarkson University require J-1 Exchange Visitors to have medical insurance coverage during their stay in the U.S., the Department of State requires that J-2 dependents have medical insurance that meets DOS regulatory requirements. Further information about insurance and other information on the J-1 Exchange Visitor Program is available at www.clarkson.edu/isso.

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

Sincerely,

Signature required
[Name]
[Title]

J-1 Visa Category Descriptions – for reference

Short-Term Scholar: short term scholars can be professors, research scholars, specialists, or persons with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.

Research Scholar: primarily conducts research, observe, or consult in connection with a research project. The scholar may also teach or lecture.

Professor: primarily teach, lecture, observe, or consult. The professor may also conduct research.