

[SAMPLE INVITATION LETTER ON YOUR DEPARTMENT'S LETTERHEAD]

Date

Name of Exchange Visitor

Title

University Department/Name

City, Postal Code

Country

Dear _____:

I am pleased to extend an invitation to you to be a Visiting Research Scholar in the Department/Center of _____ at the University of Houston. As proposed, you will collaborate with [name of supervisor] and participate in [describe the Research Scholar's proposed activities.] Additionally, we expect that you will be involved in activities that will allow for cultural exchange among faculty, staff, students and the Houston community. This invitation is valid for the period beginning [month/day/year] and will conclude on [month/day/year.] In the event that your arrival is delayed due to the visa application process, please inform us as soon as possible so we may adjust your program dates appropriately.

During your participation as a J-1 Research Scholar, you will be compensated for your services with a salary of \$_____ per month. [Add any additional terms of employment.] We will be able to provide you with [describe any office space, secretarial support, library access, etc.] Upon your request, our department will make arrangements for your transportation from the airport upon your arrival in Houston. We will also identify options for temporary housing and their estimated costs.

You will also be required to purchase and maintain health and emergency evacuation/repatriation insurance that meets the minimum standards set by the US Department of State's Exchange Visitor Program. Additional information concerning health insurance requirements is described in this packet.

International Student and Scholar Services will issue 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, you will also need to request a DS-2019 form for each one of your family members. You will need to demonstrate you have the required health insurance and financial support for each dependent family member.

Immediately after you arrive in the US, you are required to report to International Student and Scholar Services to complete the Check-In process. If you do not complete the Check-In process within 30 days of the start date on your DS-2019, your J Program will be cancelled. International Student and Scholar Services will provide you with the Exchange Visitor Program regulations and your responsibilities. You are responsible for adhering to all university, immigration and exchange visitor program regulations and procedures.

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

Sincerely,

[Name]

[Title]