Sample Invitation Letter

*(Must be printed on departmental letterhead)*

Date

Dear *(Exchange Visitor’s name),*

We would like to formally invite you to Kansas State University as a visiting J-1 *(Research Scholar, Professor or Short-Term Scholar)*.

Your program will begin on *mm/dd/yyyy* and end on *mm/dd/yyyy*.

During your time here you will be working with *(sponsoring faculty’s name)*. Your program objective will be to *(give research objective or description of teaching).*

* *Describe the EVs field of research or area in which s/he will teaching.*
* *Clearly define your expectations for the EV’s program during their time here.*

*(Provide a paragraph on the funding. If the department is providing the funding, sure to state the salary here. If the department is not providing funding for the EV, indicate the source of funding. Also include other resources available such as office space, lab access, library access, etc.)*

Health insurance is a mandatory requirement for the J-1 and J-2 Exchange Visitors. *(If the department is providing health insurance benefits, please indicate this. If not, instruct the EV to obtain coverage. ISSS will provide the EV with information with the DS-2019.)*

*(Include any additional comments or information that you would like to provide.)*

Sincerely,

Name
Title