**INVITATION LETTER TEMPLATE FOR PAID J-1 VISITING SCHOLAR**

**(with FSU Paid Appointment)**

[Department letterhead]

[Date]

[Visitor name and address]

Dear [Visitor]

This is to invite to you to be a Visiting Scholar in the Department of --- at Florida State University from month/day/year to month/day/year.

I will serve as your faculty host and I am very interested in your research plan, entitled, “---.”

We will offer you $---- of financial support for the period of your visit, contingent upon completion of the university's onboarding process which may include a criminal history background check as well as compliance with State and University requirements. This appointment is for XX hours per week, or .XX  FTE. (Appointments for Visiting Scholars cannot exceed .50 FTE.)

This appointment does not include health insurance coverage and you will need to provide your own health insurance meeting the J-1 visa requirements for the duration of your stay. Information regarding the insurance requirements is at <https://cge.fsu.edu/scholars-employees/insurance>.

Florida State University requires you to submit documentation of English proficiency as part of the J-1 request process. See FSU’s language proficiency policy for visiting scholars on a J-1 visa at: <https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf>

We will work with you and the Center for Global Engagement at Florida State University to obtain the immigration document (DS2019) needed to apply for a J-1visa for your visit. This invitation is contingent upon your eligibility for the J-1 visa and status as determined by the Center for Global Engagement, the U.S. State Department, and the U.S. Department of Homeland Security. Library use privileges will be arranged during your time at Florida State University, as well as office space in XXXXXX and access to XXXX lab (if applicable) at no cost.

[optional] We invite our visiting research fellows to participate in the research colloquium sessions in the College.  We hope to arrange a presentation on your research at some time during the year.  Also, we encourage visiting research fellows to explore opportunities for collaborative research projects with faculty and/or graduate students in the Department of --- at Florida State University.  We also request a final report on the activities and publications completed during your visit to Florida State University.

I am glad that you have chosen the Department of ---- at Florida State University as the base for your research in the coming year.  Please feel free to contact me if you have any questions or require further information.

Sincerely,

Inviting Faculty Member Name

Department