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

**(not paid by FSU)**

(Use Department Letter Head)

Date

Visitor name and address

Dear (visitor name):

This letter serves to invite you to be a Visiting Scholar in the Department of XXXXX 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,  “XXX”.

We understand that required funding to cover your expenses during this visit will be covered by XXXXXX (list home institution, scholarship or personal funds). *(NOTE to include to inviting faculty member: If all personal funds are to be used to show required support for a J-1 visa, the visit is limited to one year).*

You will need to confirm that you have the required English proficiency required for participation as a J-1 visiting scholar. Please see the various options for meeting this requirement at <https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf>.  The J-1 program also requires participants to have health insurance for the duration of the J-1 program for scholars and any accompanying dependents, see <https://cge.fsu.edu/scholars-employees/insurance>.

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-1 visa for your visit.  This invitation is contingent upon your eligibility for the J-1 visa status as determined by the Center for Global Engagement, the U.S. State Department, and the U.S. Department of Homeland Security. As a Visiting Scholar at FSU, you will have library privileges, and use of office space in XXXXX as well as access to XXXX lab == if applicable. Access will be provided to you at no cost.

(If FSU department charges any fees to the Visiting Scholar/Researcher you must indicate these in the invitation letter) You will be required to pay the following fees during your visit: (examples may include fees charged for office space, program participation, lab samples, time for lab tool use, etc. – list all that apply and the amounts.)

[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 name and title

Department