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

**(with FSU Part-Time Paid Appointment)**

[Department letterhead]

[Date]

[Visitor name and address]

Dear [Visitor]

I am pleased to invite to you to be a Visiting Scholar in the Department of \_\_\_\_\_\_\_ at Florida State University during the time period: [month/day/year] to [month/day/year], pending timely issuance of a J-1 Visa.

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. This part time appointment is for \_\_\_ hours per week, or .\_\_ FTE.

Library use privileges will be arranged during your time at Florida State University, as well as office space in \_\_\_\_\_\_\_\_\_\_\_ and access to \_\_\_\_\_\_\_\_\_\_ lab (if applicable) at no cost.

This offer is contingent upon successful completion of any required background checks and export control processes, including screening of foreign visitors that may be required by Florida law.

Upon successful approval of your screening, we will work with you and the Center for Global Engagement at Florida State University to obtain the immigration document (Form DS-2019) needed to apply for a J-1 visa 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.

This offer is also contingent upon you providing the necessary documents to prove your identity and employment eligibility to satisfactorily complete Form I-9 of the U.S. Citizenship and Immigration Services, which will be completed in our department or unitat the time of employment. In addition, you will be obligated to complete the Employment Qualification Statement on Controlled Substance Conviction form as a condition of employment at Florida State University.

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees.

Please note, this program does not include the benefit of health insurance coverage.

You will need to provide your own health insurance that meets at least the minimum J-1 visa requirements for the duration of your stay. Information about the [insurance requirements](https://cge.fsu.edu/j-1-scholars/insurance) is available at <https://cge.fsu.edu/j-1-scholars/insurance> .

You will also need to provide documentation that your English proficiency meets the FSU requirements for a J-1 visa. See [FSU’s language proficiency policy](https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf) for visiting scholars on a J-1 visa at:

<https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf> .

If you have questions regarding the visa process, please contact the CGE J-1 Program Manager at jscholar@fsu.edu

[*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. [*end* *optional*]

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