



Template for J-1 Exchange Visitor (Scholar) Invitation Letter

Invitation Letter Must Be On University Letterhead

Date of Letter

Dear **Exchange Visitor's Name (EV)**,

We would like to formally invite you to Winthrop University as a visiting J-1 **visa category name**. *(The invitation letter to the scholar needs to include the Exchange Visitor category name.)* Your program will begin on: **xx/xx/xx** and end on **xx/xx/xx**. During your time here you will be working with: **faculty member's name or lab** and engaging in your J-1 program at least **XX** hours per week. Your program objective will be to: **give research objective or description of teaching**.

- *Base description on the list of appropriate activities for the EV's category.*
- *Describe the EV's field of research, instruction, or training.*
- *Clearly define your expectations for the EV's program during their time here.*

We (or Sponsor) will be providing you with **\$XXXX on a monthly or annual basis**. Depending on your lifestyle preferences, additional funds may be needed to support you (and any dependents) while at Winthrop University.

(If your department will not be providing funding for the EV, please indicate where the funds for their program will be coming from and any other resources you will make available to them e.g. office space or access to the library.)

Healthcare insurance is a mandatory requirement for J-1 and J-2 visa holders: **if your department will be providing coverage please indicate this. (If otherwise, instruct the EV to obtain their own coverage and that they may contact the International Center for more information on how to obtain health insurance.)**

You will be required to fulfill the mandatory government check-in once you have arrived at Winthrop, please consult the enclosed materials for more information on when and how to meet this immigration requirement.

Include any other additional comments or information that you would like to provide.

Kind Regards,

Signature Required

Full Name

Title

J-1 Category Descriptions:

- **Professor:** Minimum education must be a Bachelor's degree or the international equivalent. Primarily teaching, lecturing, observing and may conduct research. Minimum stay in U.S. is 3 weeks, maximum is 5 years.
Research Scholar: Minimum education must be a Bachelor's degree or the international equivalent. Primarily conducting research, observing and may also teach or lecture. Minimum stay in U.S. is 3 weeks, maximum is 5 years.
- **Short-term Scholar** – Minimum education must be a Bachelor's degree or the international equivalent. Primarily coming for short-term visit for lecturing and training. Minimum stay in U.S. is 3 weeks, maximum is stay in U.S. is 6 months.
- **Specialist** – Individual must be an expert in a field of specialized knowledge or skill; seek to travel to the U.S. for the purpose of observing, consulting, or demonstrating his or her special knowledge or skills; and does not fill a permanent or long-term position of employment while in the U.S. Minimum stay in U.S. is 3 weeks, maximum is 1 year.

After the Invitation Letter is complete, please return to the International Center c/o Lindsey Hill located in 218 Dinkins Hall.