Template Invitation Letter for J-1 Scholars

Must be on department letterhead

Date

Dear [Name],

On behalf of [name of department/center], I am pleased to invite you to be a [position title or Visiting Scholar] at the University of Kansas. This invitation is for the period beginning [start date] to [end date]. During this period, you will engage in [Brief description of activities. If research, then describe the research activities. If teaching, state the courses taught].

The University of Kansas shall provide a [stipend/salary] of $[Dollar Amount] per [month/year]. Part of this benefit shall include medical insurance. You will be responsible for purchasing a medical evacuation and repatriation insurance rider. The University of Kansas will also provide you with [office/lab] space (which may be shared), the use of a computer and access to library facilities.

Choose either paragraph

KU Funding

OR

Non-KU funding

It is my understanding that you will provide your own funding to cover all the expenses of your stay at the University of Kansas, including medical insurance for yourself [and any accompanying dependents, if any]. The University of Kansas will provide you with [office/lab] space (which may be shared), the use of a computer and library facilities.

Both the U.S. Department of State and the University of Kansas require J-1 Exchange Visitors to have medical insurance during their entire stay in the United States. This requirement extends to J-2 dependents, who also must have medical insurance that meets Department of State regulatory requirements. Further information about insurance requirements is available at <https://iss.ku.edu/j-1-scholars>.

In addition to your activities at the University of Kansas; it is our understanding that you will also engage in [lecture, research, observation] activities at [collaboration location, including KUMC if applicable].

Optional Paragraph

Intended collaboration

We are delighted that you will come to the University of Kansas as a [position title or Visiting Scholar] and look forward to meeting you.

Sincerely,

[Name]

[Title]