

SAMPLE INVITE LETTER FOR J-1 EXCHANGE VISITOR

(please tailor as appropriate)

August 8, 2018

Dr. Bronco
Address
City/State/Country

In re: Exchange Visitor Program

Dear **NAME OF SCHOLAR**,

It is my pleasure to invite you as a J-1 visiting scholar to participate in a research program at the Department of **DEPARTMENT NAME** at Western Michigan University in Kalamazoo, Michigan.

The faculty and staff members at **NAME OF DEPARTMENT** will utilize this time to collaborate with you on projects related to **TOPIC**. Your program objective will **BRIEF DESCRIPTION OF PROJECT** under the direction of **NAME OF WMU HOST**. During the course of your visit at WMU, you are required to abide by all U.S. Export Control laws. You will also need to secure and maintain medical insurance for the duration of your exchange program that meets the requirements of the U.S. Department of State.

Your program period is for one year beginning **START DATE** through **END DATE**. There is no remuneration associated with this invitation. Therefore, you will need to provide documentation of adequate funding to support your stay for the duration of your program. A WMU visa service fee of \$300 is due at the time of application. During your program, WMU will provide you with shared office space and internet access. We look forward to your affiliation and contributions to our department during this exchange.

Please inform me of your arrival date and flight information as they become available. Feel free to contact me if you have any questions or need further assistance in making preparations and accommodations for your visit. I look forward to your visit and participation in this program.

Best regards,

Dr.
WMU Supervising Faculty

Dr.
WMU Chair/Dean