HSa

**OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS**

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INVITATION LETTER TEMPLATE

***Date Required Invitation Letter Must Be On Letterhead***

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

We would like to formally invite you to Michigan State University as a visiting J-1 **visa category name.**

**(*The invitation letter to the scholar needs to include the EV category name. If you need a letter that has the official MSU title, you will still need to write a separate invitation letter.)***

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

***( 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 utilize OISS for consultation.)***

You will be required to fulfill the mandatory government check-in once you have arrived at MSU, 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 Visa Category Descriptions

**Short-Term Scholar**: short term scholars can be professors, research scholars, specialists, or persons with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.

**Research Scholar:** primarily conducts research, observe, or consult in connection with a research project. The scholar may also teach or lecture.

**Professor:** primarily teach, lecture, observe, or consult. The professor may also conduct research.