

**SAMPLE INVITATION LETTER FOR A J1 EXCHANGE SCHOLAR NOT BEING PAID BY UOFL**

DATE

SCHOLAR'S NAME  
AND ADDRESS

Dear NAME OF SCHOLAR,

At the commendation of Dr. \_\_\_\_\_, Chair, Department of \_\_\_\_\_, we are pleased to invite you to the University of Louisville as a visiting scholar for the period of START DATE TO END DATE. This is a non-paid position and you will be responsible for providing all cost associated with your stay during this time.

Your affiliation will be with the Department of \_\_\_\_\_ and your direct supervisor will be Dr. \_\_\_\_\_. Based on our agreement, here is a brief description of the activities that you will be expected to complete while at the University:  
DESCRIPTION OF ACTIVITIES

In order to participate in the J1 Visiting Exchange Scholar Program, you will need a DS2019 form from our University to apply for a J1 visa to enter the United States. Please forward the following documents so that we may start the process:

- A copy of your picture passport page showing the identity/biographical information i.e., your complete name, date of birth, city & country of birth
- This same information will need to be provided for any dependents that may be accompanying under the J2 Dependent Visa
- Copy of proof of all funding sources (award letter, offer letter, bank statement, etc.)

The Department of State's policy requires you to maintain medical health insurance as well as repatriation of remains and medical evacuation policies for you and any J2 dependents throughout your visiting period in the United States.

During your visit at the University of Louisville, you will be issued a campus ID card which enables you the access and use of the University's Libraries, the gyms and free TARC city bus service privilege. You will also be sponsored by our department for a University of Louisville IT account. You are welcome to attend all department seminars and colloquia. Our Department will arrange shared space for you in the graduate study area.

We look forward to hosting you on our campus and wish you a safe journey to the U.S.

Sincerely,

NAME OF CHAIR, DEAN OR DIRECT SUPERVISOR  
TITLE