

## Invitation Letter for J-1 Scholar

Print It On Letterhead

Name of the visiting scholar  
Full address in the home country  
Country

Date

Dear J-1 Scholar's name,

We are pleased to formally invite you to Western Kentucky University (WKU) as a J-1 visiting scholar (to be specific the J-1 category). This invitation is effective for the period of (start date of the program) to (end of the program).

During your time at WKU you will be working with the faculty's name at the hosting department, engaging in your J-1 program at least XX hours each week.

Your program subject: give research objective or description of teaching

- Base description on the list of appropriate activities for the J-1 visitor
- Describe the J-1 visitor's field of research, instruction, or training
- Clearly define your expectations for the J-1 visitor during his/her time at WKU

The following services will be provided to you during your time at WKU:

(Describe in detail what will/will not be available)

You host department at WKU will provide housing with reasonable distance to campus. You are required to submit a letter of financial support indicating that you have sufficient funds for the amount of U.S. \$1,500 each month for the duration of your stay at WKU. Depending on your lifestyle preferences, additional funds may be needed to support yourself (and any dependent) while at WKU. (If your department will not provide funding for the J-1 visitor, please indicate where the funds for their program will be coming from and any other resources you will make available to them, such as space or access to the library, the housing)

In order to participate in the J-1 Visiting Exchange Scholar Program, you will need a Form DS-2019 from WKU International Student Office, in order to apply for a J-1 visa.

As a condition of the J-1 visa, you are required to have medical/health insurance for the period of your appointment, starting with the first day of the program. Dependents travelling with you (spouse and/or children) must also carry health insurance. You will be required to purchase the WKU-contracted health insurance policy upon your arrival to the States. This is a very excellent insurance coverage plan and one that will give you a sense of well-being relative to you coverage. Therefore, it is very important that you do **NOT** purchase a health insurance plan from your home country prior to your coming to the U.S.

We will provide assistance with the transportation from Nashville International Airport to Bowling Green, and housing accommodations (if the hosting department does not provide the services, please indicate it clearly)

You will be required to fulfill the mandatory government check-in once you arrive at WKU. Should you have any question, please don't hesitate to contact us (provide the contact information). The International Student Office will assist you with immigration procedures. If you have any questions or concerns regarding immigration matters, please send an email to iso@wku.edu (please include "J-1 scholar" in the subject line), or call 1- 270-745-4857.

We look forward to hosting you on our campus and wish you a safe journey to the U.S. I am certain that you will have a productive and rewarding experience, at the same time, we will gain much from you. Please feel free to contact me should you have any additional questions.

Sincerely,

Name of the faculty/staff at the host department

Name of the Department Chair or Dean

Title

Title