



Template for J-1 Exchange Visitor Offer/Invitation Letter

Departments will issue invitation/offer letters in advance of the J-1 Exchange Visitor's arrival to clarify and confirm the details of the program. Once the J-1 Exchange Visitor arrives at Washington University, the department can confirm with OISS any updates needed prior to the Exchange Visitor attending orientation.

The invitation letter will need to contain the following information:

- Description of the Exchange Program activities
- Department and Division (if applicable) name
- School/Academic Division name
- Length of program
- Proposed start date of program
- Title of Exchange Visitor while at Washington University
- Funding information
- Supervisor/Mentor name, title
- Cross-cultural activities in which Exchange Visitor expected to participate

Other items to include if applicable:

- Additional costs the Exchange Visitor is required to pay as part of the program

To assist with this requirement, please utilize the J-1 invitation/offer letter template that follows.

DANFORTH INVITE/OFFER LETTER DRAFT

J-1 INVITATION LETTER TO BE PRINTED ON DEPARTMENT LETTERHEAD

Invitation to Participate in J-1 Program

DATE

Dear **<SCHOLAR NAME>**

I would like to invite you to participate in an Exchange program in the **<DEPT NAME>** within the **<School NAME>** at Washington University in St. Louis. Our department is located on the Danforth campus. This program is expected to last **# months/years** beginning on **<DATE>** or after obtaining a J-1 visa. I am pleased to offer you the position of **<TITLE>**.

– PLEASE SELECT FROM THE APPROPRIATE OPTION(S) AND DELETE THE OTHERS

Option 1 The Department of _____ will provide salary support for you in the amount of \$_____ monthly/annually.

Option 2 Your home government/institution will provide financial support in the amount of \$_____ monthly/annually. You must provide appropriate written documentation of this support signed by the appropriate official when you return this letter.

Option 3 You will provide your own funding for this exchange experience in the amount of \$_____ monthly/annually. You must provide written documentation (i.e., bank statement) that you have adequate funds. Foreign currency must be translated into U.S. dollars.

During this J-1 program your **<supervisor (for paid positions)/program mentor (for unpaid positions)>** will be **<name>**. **<Name>** will oversee your program involving **<Description of Activities>**

A major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in **<list some cross-cultural activities the dept/school will offer>**. In addition, the University and the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

Health Care in the United States can be very expensive. As such the Department of State has established guidelines for **minimum coverage** a J-1 and any dependents need to have. It will be your responsibility to ensure the insurance coverage you choose meets the requirements. Please visit the OISS website for more information: <https://oiss-scholars.wustl.edu/j-health-insurance-requirement>.

When you arrive in the U.S., you will have to submit documents to our Department and the Office for International Students and Scholars (OISS). In addition, you will need to register for the J-1 orientation at <https://oiss-scholars.wustl.edu/events-calendar/>. **(For Employees: You will be scheduled to attend our New Employee Orientation from 8:00 a.m. – 4:00 p.m. You must attend within 31 days of your start date.)**

We are looking forward to hosting you on this program.
Sincerely,

Supervisor Name
Title

MEDICAL SCHOOL INVITE/OFFER LETTER DRAFT

J-1 INVITATION LETTER TO BE PRINTED ON DEPARTMENT LETTERHEAD

Invitation to Participate in J-1 Program

DATE

Dear <SCHOLAR NAME>

I would like to invite you to participate in an Exchange program in my lab in <DEPT NAME> in the School of Medicine at Washington University in St. Louis. This program is expected to last # months/years beginning on <DATE> or after obtaining a J-1 visa. I am pleased to offer you the position of <TITLE>

– PLEASE SELECT FROM THE APPROPRIATE OPTION(S) AND DELETE THE OTHERS

Option 1 The Department of _____ will provide salary support for you in the amount of \$_____ monthly/annually.

Option 2 Your home government/institution will provide financial support in the amount of \$_____ monthly/annually. You must provide appropriate written documentation of this support signed by the appropriate official when you return this letter.

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During this J-1 program your <supervisor (for paid positions)/program mentor (for unpaid positions)> will be <name>. <Name> will oversee your program involving <Description of Activities>.

A major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in <list some cross-cultural activities the dept will provide>. In addition, the University and the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

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