



SAMPLE INVITATION LETTER FOR J-1 Exchange Visitor

On behalf of the _____ Department of _____ at the University of Kentucky, I am pleased to offer you an appointment under the State Department J-1 title of **[Research Scholar, Professor, Short Term Scholar, Specialist, Student Non-Degree, etc.]** You will be **[working/studying/observing]** at the University of Kentucky in the capacity as a **[Postdoctoral scholar, Visiting Scholar, Visiting Scientist, Student etc.]**, beginning _____ to _____ **(dates)** with _____ **[name of supervisor or professor]** and other faculty members on _____ **[briefly describe the research project, study plan, etc.]**. There is a possibility of an extension based on available funding, performance and visa approval.

It is understood that you will receive no funding **[or state UK salary/funding including any additional funding provided such as airfare, visa fees, included etc.]** from the University of Kentucky.

[Note: The minimum funding requirements for all UK Exchange Visitors (EV) is \$22,000 (or \$1,833 per month); EV/spouse: \$28,800 (or \$2,400 per month); each child an additional \$4,700 (or \$391 per month)].

I (We) understand that you will be supported by _____ **[list the funding agency and/or personal funds]**. Before applying for a visa and prior to the issuance of the DS-2019 you will be required to submit some type of evidence of funding (e.g. a bank statement, letter from your home government, company, or other type of funding source). The amount of funding may be pro-rated according to the minimum funding requirements and the duration of your stay in the United States. **[Note: Include this information only when no UK funding is provided]**.

Our department will provide you with a desk space, access to the department's computing facilities, library privileges and usual departmental support services **[adapt to suit your needs]**. Temporary appointments are not eligible for standard University employee benefits, such as health insurance and retirement.

The University of Kentucky requires all J-1 scholars, students and their dependents to have health insurance that meets or exceeds the university's minimum health insurance criteria. The Office of International Student and Scholar Services (ISSS) will provide you with information about this insurance requirement in your welcome materials. Please be aware that many health insurance companies in the U.S. or abroad do not meet the UK requirements. We recommend that you review the UK minimum requirements and send them to your current health insurance provider before deciding to purchase any health insurance. If you discover that your coverage does not meet the minimum standards or you wish to purchase the UK health insurance coverage you may do so upon arrival to the U.S. A temporary social security number will be provided for this purpose. Premium fees are found at this location: <https://www.academichealthplans.com/uky/2012-2013/premiumCost.php>

This appointment is contingent on your ability to obtain a visa for entry to the United States. We will request that the International Student and Scholar Services issue a form DS2019 for your J-1 visa application. Please complete the Candidate Information Form attached to this letter along with a copy of your C.V., passport, and proof of funding source **[if applicable]** to your UK inviting department.

[Note: please exclude the last two sentences above if the person is sponsored by another government agency that will take care of the visa preparations such as Fulbright, IIE, IREX etc. Instead you should add the following line which states "We understand that your visa paperwork will be handled by _____ and you will not require the visa services of the University of Kentucky].

Sincerely,