

Note: This is a sample only. The letter must be typed on department letterhead and signed. Provide one copy to the invited EV and a second copy to International Student and Scholar Services. The invited EV will present his/her copy at the U.S. Consulate and/or the U.S. border.

**DATE:** MM/DD/YYYY

Dear **<SCHOLAR NAME>**,

I would like to invite you to participate in an Exchange program in the **<DEPT NAME>** within the **<School NAME>** at Vanderbilt University. 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>** at **<salary per time period>** (**OR** I understand that your visit to Vanderbilt University will be fully supported financially by **<indicate funding source>**.) (Please indicate any additional expenses the J-1 may incur)

During this J-1 program, you will be working with **<supervising faculty member or lab>** on **<brief description of the research, teaching, consulting and/or other duties>**. This is not a tenure-track position.

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 International Student and Scholar Services office will provide cultural offerings and the Nashville area has many cultural activities in which to partake.

We have verified that your proficiency in the English language, as determined by an objective measurement of English language proficiency, is sufficient to allow you to successfully participate in your program and to function on a day-to-day basis. The International Student and Scholar Services (ISSS) office will assist with immigration related matters including the preparation of the DS-2019.

Health Care in the United States can be very expensive. As such, all J-1 exchange visitors and J-2 dependents are required to maintain health insurance that meets the requirements outlined by the Department of State for the entire length of their program. It will be your responsibility to ensure the insurance coverage you choose meets the requirements. Please visit the ISSS website for more information (<https://www.vanderbilt.edu/issv>). **<If EV will receive university benefits, including health insurance, indicate that here>**. You will be responsible for finding your own housing accommodations and providing your own room and board. **<If you are able to offer assistance in these areas, please specify the services you will provide>**.

When you arrive in the U.S., you will need to check in at our Department and the ISSS office. You will also need to attend the ISSS New J-1 Scholar Orientation upon arrival. You will receive more information about the mandatory check-in and orientation from ISSS closer to your arrival.

We look forward to welcoming you to Vanderbilt University. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

**Supervisor Name**

**Title, Department, Contact Information**