

SAMPLE J1 RESEARCHER INVITATION LETTER

Please print this on Department letterhead and have this signed by the Department Chair or Dean of the College.

(Date)

(Researcher's Name

Address 1

Address 2

City, Country ZIP)

Dear (Researcher's Name):

On behalf of the Department of (*Insert specific department name*) at the Illinois Institute of Technology, I am pleased to invite you to be a visiting researcher for a period of (*insert length of time*) starting from (*mm-dd-yyyy to mm-dd-yyyy*).

You will be working with Professor (*insert name*) in the area of (*enter description of research activities to be pursued at IIT*). We look forward to welcoming you to our research team and trust that you will benefit substantially from your time at IIT.

Option 1 Researcher funds their own stay: Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). The cost (in academic 2008-09) is \$____ for 1 research credit. You must have sufficient funds available for your living expenses (approximately \$1300 per month).

Option 2 Department funds tuition and researcher funds their living expenses: Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). Normally, the cost is \$____ per research credit; however the Department of ____ will provide a scholarship of ____ to cover your registration for research credits). You must have sufficient funds available for your living expenses (approximately \$1300 per month).

Option 3 Department funds their entire stay and tuition credits through stipend or salary: Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). Normally, the cost is \$____ per research credit; however the Department of ____ will provide a stipend of ____ to cover your registration for research credits and living expenses for the period of your stay at IIT).

It is required that you obtain health insurance that meet the Department of State requirements before you arrive in the United States. Please see information provided by the International Center along with your DS-2019. It is also best to make arrangements for accommodations before you leave home so you will be sure to have a place to stay when you arrive.

Sincerely,

(Name of Department Chair or Dean of College)

(Chair, Department of XX OR Dean, College of XX)