

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

DATE: MM/DD/YYYY

TO: Department of State Exchange Visitor Program

PARAGRAPH 1: INVITATION

1. **Invite** [Name of EV] to department as:
 - Research Scholar, Short-term Scholar, or Professor depending upon which Exchange Visitor category you selected in the DS-2019 panel in Mpathways.
 - Do NOT use University of Michigan titles like “Visiting Scholar” or “Research Fellow” in this first sentence.
 - **Program dates and use HR appointment title if EV will have HR appointment**
 - Indicate the EV’s HR appointment title if the EV will have an HR appointment.
 - “Approximate dates of [Name of EV’s] visit will be (month, year) to (month, year)”
 - “or within sufficient time to obtain a J-1 visa”

PARAGRAPH 2: PROGRAM DESCRIPTION AND HOW IT MEETS J-1 ELIGIBILITY REQUIREMENTS

1. **Job description or description of program activities**
 - “[Name of EV] will be working with (supervising faculty member or lab) on (brief description of the research or teaching duties).”
 - “[Name of EV] is not in a tenure-track position.”
2. **Educational/cultural exchange component** (Describe how EV’s background relates to current work, how collaboration or exchange will take place)
 - “With [Name of EV]’s exceptional background and experience in pharmaceutical sciences and animal experimentation, we are confident that successful outcome will come out of this collaborative research effort within the department of Pharmacy.”
 - “During the past three years, we have established strong research ties between the Wuhan University of Technology and the University of Michigan that are documented by a series of influential research papers published jointly in the leading scientific journals. Moreover, the just announced award to the University of Michigan of the US-China Clean Energy Research Center on Clean Vehicles by the DOE further attests to a strong link between our institution and our Chinese partners.”
 - “We believe that [Name of EV]’s participation in these activities will offer him/her an opportunity to widen his/her scientific horizon, learn new techniques and generally further his/her academic scope and research abilities. In addition, this exchange will promote academic exchange between the US and China, and specifically in biomedical research between University of Michigan and Shanghai Jiao Tong University, who already have substantial interactions in the engineering field.”
 - This educational and cultural exchange will benefit both U-M and his home institution, The University of Bonn, where [Name of EV] is an Assistant Professor.

3. English language proficiency

- “We have ascertained that [Name of EV] has sufficient English Language proficiency to participate in this program and to succeed in everyday interactions while in the U.S.”

4. Mandatory Check-In

- “In order to comply with federal immigration regulation, J-1 Exchange Visitors must complete two online immigration trainings and report to the University of Michigan’s International Center for a physical presence check-in. Instructions for this process will accompany the DS-2019 form.”

PARAGRAPH 3: FUNDING AND INSURANCE

1. Funding Requirements

- If EV will be a paid employee indicate HR appointment title and list salary.
- If EV will be entirely self-funded, list minimum funding requirements as follows:
“In order to obtain a J-1 visa, [Name of EV] will need to verify that s/he has at least \$2,250 per month of funding during his/her stay; the requirement is higher for EVs with dependents”.
- If EV will be partially supported by U-M and partially self-funded, describe funding and include dollar amount from U-M. Then list the difference between the minimum funding requirements and what U-M will be providing during his/her stay at U-M as the amount the EV must verify s/he has to obtain the J-1 visa.
- Indicate the number of hours the EV will be expected to work each week.

2. Health Insurance Requirement

- **If EV’s position does not create eligibility for U-M faculty/staff benefits:**
 - The Exchange Visitor is required to have health insurance for him/herself and any J-2 dependents at the University of Michigan for the entire length of his/her J-1 program. 2016-2017 costs are \$125.25/month for a J-1 with no dependents; amounts are higher for EVs with dependents.
- **If EV’s position is a benefits-eligible position:**
 - “[Name of EV] will be eligible for University of Michigan faculty/staff benefits. S/he will receive information about how to enroll in these benefits upon his arrival at the University of Michigan and will be informed that s/he may not waive these benefits.”
 - “[Name of EV] will also be informed that if there are any gaps in his/her eligibility for University of Michigan (his/her J-1 programs continues after the HR appointment ends, for example), s/he will be enrolled in the mandatory plan during these gaps to ensure continuous coverage by acceptable insurance. 2016-2017 costs for the mandatory plan are \$125.25/month for a J-1 with no dependents; amounts are higher for EVs with dependents.

Signed:

Name, Title, Department, contact information