

## LETTER OF INVITATION Template

*(print on departmental letterhead)*

[DATE]

[Name of visiting scholar]

[Address]

[City] [State or Province] [Postal or Zip Code]

[Country]

Dear [Name of visiting scholar],

On behalf of [Name of hosting department], I formally invite you to Iowa State University as a [visiting scholar or visiting student researcher]. This invitation is effective for the period of [Start Date] to [End date].

[Name and title/rank] will be your faculty host during your time at Iowa State and will work with you as you engage in the following activities at ISU:

[Describe in detail the individual or collaborative activities; specify the academic field of research, etc.]

### **Terms and Conditions**

The terms and conditions applicable to your visit are set forth in the Visiting Scholars Agreement form. By accepting, you agree to comply with the Visiting Scholars Policy and all other applicable laws and University policies. You also agree to [pay the administrative fee – NOTE this is not applicable to Fulbright Scholars], and you acknowledge you are/may be subject to additional requirements including, but not limited to, a background check, export control review, Conflicts of Interest and Commitment disclosure, and enrollment in SSHIP health insurance.

#### *For international visiting scholars*

[To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1,681 per month of intended stay. Additional fees and expenses related to your visa are your responsibility and include the SEVIS fee and visa application fee.

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. If you intend to bring dependents, they will also be issued DS-2019 forms, so long as you have demonstrated you have the required health insurance for all family members and financial support for your spouse and/or children. The Office of International Students and Scholars will provide you with the DS-2019 form(s) and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration, and exchange visitor program regulations and procedures.]

### **Support and Resources**

During your time at ISU, the following support and resources will be made available to you:

[Describe in detail what will/will not be made available.

Example: You will be provided with a shared office space, computer, and access to facilities.

Cont.....]

We look forward to your time here at Iowa State University. I believe our program will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

If you have questions about logistical arrangements, please do not hesitate to contact me.

Sincerely,

[Name]

[Title/Rank]