

# INTERNATIONAL STUDENT & SCHOLAR SERVICES

University of Connecticut ☎ 2011 Hillside Road, Unit 1083; Storrs, CT 06269 ☎ Phone: 860-486-3855 ☎ Fax: 860-486-5800  
☎ Web: <http://www.iss.uconn.edu>

## SAMPLE INVITATION/GRATIS APPOINTMENT LETTER ADDENDUM FOR A NON-COMPENSATED J-1 VISITING SCHOLAR

### INSTRUCTIONS:

1. The following addendum letter is to be:
  - a. attached to the gratis appointment letter available at the HR website ([http://www.hr.uconn.edu/employment\\_services/offer\\_manual.html](http://www.hr.uconn.edu/employment_services/offer_manual.html)).
  - b. used for a visiting scholar who will obtain a J-1 visa to join UConn.
  - c. used for a visiting scholar who will not be compensated by UConn.
  - d. on department letterhead and attached to the gratis appointment letter (the entire part below the line).
2. The Department Head/inviting authority and visiting scholar must sign both the gratis appointment letter and the addendum.
3. International Student and Scholar Services (ISSS) must receive **a copy of the official signed letter and addendum with your DS-2019 request**. The only exception to this is when the visiting scholar's requested start date is close. In this case, you may forward to ISSS a draft letter and addendum for the DS-2019 process and then forward a copy of official letter when ready. Please contact ISSS to confirm if your request can get the exception.

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### ADDENDUM TO GRATIS APPOINTMENT LETTER FOR J-1 EXCHANGE VISITOR

Date:

Dear:

If you accept this invitation, please also sign this addendum and return one copy with your original signature along with the signed gratis appointment letter. Upon receipt of required information and documents for your stay indicated in the gratis appointment letter, the University of Connecticut will issue you Form DS-2019/Certificate of Eligibility for J-1 Exchange Visitor.

To issue the Form DS-2019, please provide us with financial support document(s) demonstrating sufficient funding to cover you and any accompanying family members for the duration of your stay at the University. If your funding does not come from an organization or government scholarship or is not your own personal funds, please also indicate how your sponsor is related to you. A copy of a scholarship sponsor letter and/or a bank statement that shows sufficient funding will be acceptable. Please be advised that all financial documents must be in English.

The department will additionally provide you with \_\_\_\_\_  
(e.g. desk space, department and university library privileges, computer account, etc). We expect you to be here on campus no later than  (Please put the start date here) . We request that you report to our department and ISSS as soon as you arrive to campus.

You will be working directly for \_\_\_\_\_ . Your research efforts will be concentrated on \_\_\_\_\_ in the field of \_\_\_\_\_ .

Finally, in accordance with U.S. regulations, you must have medical and accident insurance coverage of at least \$50,000 per accident or illness, \$7,500 for repatriation of remains in the event of a death and \$10,000 for medical evacuation. If you already have such insurance, please bring these papers with you upon your arrival to the University. If you do not have medical insurance, this will be explained to you during the mandatory Research Scholar Orientation period, which you check in and register with ISSS. As a J-1 Exchange Visitor, checking in with ISSS in a timely fashion will be required by law upon your arrival. Please make sure that you will arrive at the University by the date indicated above and complete this requirement.

Sincerely,

Authorized Signature(s)

\_\_\_\_\_  
Signature of Acceptance

\_\_\_\_\_  
Date

cc: ISSS U-3083