

SAMPLE #1 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Please review all three sample letters for sample content, conditions, provisions.

Date

Name of Exchange Visitor
Title
University Department/Name
City, Postal Code
COUNTRY

Dear Dr. Brainy:

I am pleased to extend an invitation to you to be a Visiting Research Scholar in the Department of Freakonomics at Oklahoma State University. As proposed, you will collaborate closely with Dr. Superbrain on research related to quiggigggle theory and its applications in jibbleittering. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Agriculture and the University Provost and is valid for a period of one year beginning August 1, 2005 and will conclude on July 31, 2006. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support and computer and internet access. We cannot provide you with any form of salary nor can we pay any of your expenses. We understand that you will be using personal funds or be supported by your host university during your stay here. However, our department will make arrangements for your transportation from the airport upon your arrival. We will also identify options for temporary housing and their estimated costs and forward this information to you in the coming weeks.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1000 per month of intended stay. You will also be required to purchase and maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. Additionally, you will be responsible for all fees and expenses related to your visa and stay here. These include the following: \$180 SEVIS fee, Visa application Fee, \$65 ISS Fee, \$19 OSU ID fee and any subsequent fees or related costs for services at the university. If you intend to bring dependents, you will need to demonstrate you have the required health insurance for all family members and financial support for your spouse (\$500/mo) and children (\$333/mo per child).

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. The Office of International Students and Scholars will provide you with the DS-2019 form 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.

We look forward to your time here at Oklahoma State University. I believe our program and the interests you expressed overlap and intersect in may areas. I believe our mutual interests and this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Reallybrainy
Professor and Department Head

SAMPLE #2 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Please review all three sample letters for sample content, conditions, provisions.

Date

Name of Exchange Visitor

Title

University Department/Name

City, Postal Code

COUNTRY

Dear Dr. Smart:

I am pleased to extend an invitation to you to be a Visiting Professor in the Department of Aliens at Oklahoma State University. As proposed, you will collaborate closely with Dr. French in the preparation and teaching of the Igglyook Language introductory and intermediate courses. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Agriculture and the University Provost and is valid for a period of one year beginning August 10, 2005 and will conclude on May15, 2006. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support and computer and internet access. You will also have access to the support of one graduate teaching assistant. You will be compensated at the rate of \$3,333 per month and provided health insurance through the university. While housing is your responsibility, we will identify options for temporary housing and their estimated costs and forward this information to you in the coming weeks. In general, you should expect to pay approximately \$450 – \$750/month for housing in Stillwater depending on the size of apartment or home. Please contact the Office of International Students and Scholars to arrange for their airport transportation service. Please do not pay the driver as our department will be responsible for the charges.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1000 per month of intended stay. This can be demonstrated by this letter. You will also be required maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. The University insurance should satisfy this requirement. Additional fees and expenses related to your visa are your responsibility. These include the \$180 SEVIS fee, Visa application Fee and an OSU ID 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 (\$500/mo) and children (\$333/mo per child). 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. If you have additional questions about logistical arrangements, please do not hesitate to contact Mr. Super Assistant at sass@okstate.edu.

We look forward to your time here at Oklahoma 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.

Sincerely,

Dr. Babbelfish

Professor and Department Head

SAMPLE #3 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Please review all three sample letters for sample content, conditions, provisions.

Date

Iman A. Student

Title

University Department/Name

City, Postal Code

COUNTRY

Dear Iman:

I am pleased to extend an invitation to you to participate in our International Physics & Engineering short course as a Non-Degree Student at Oklahoma State University. As outlined in the program description, you will take short courses in Ups, Downs, Arounds, and have observation an research time in our Incredible Forces laboratory. Additionally, you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Engineering and the Office of the Provost and is valid for the program period which begins July 1, 2005 and will conclude on August 15, 2005. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us immediately.

The program fee you paid in the amount of \$2500 includes course fees, housing, transportation and insurance. During your stay here, you will live in the university dormitories and have access to student facilities including the library and computer labs. Services for program participants will be provided by the College of Engineering and the Office of International Students and Scholars. We will provide transportation to and from the airport and on all official excursions for the student group. In Stillwater, you will be able to use the local university and community bus at no cost. All transportation needs beyond this will be your responsibility.

To satisfy immigration and program requirements, you are required to maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. This insurance has been purchased on your behalf and is included in your program fee. You are also required to show you have sufficient funds to support yourself during your stay. If you are receiving this letter, you have already demonstrated that you have paid the program fee and have a minimum of \$100/week in cash for food and incidental expenses.

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. . 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. If you have additional questions about logistical arrangements, please do not hesitate to contact Ms. Patience at groupprogram@okstate.edu.

We look forward to your time here at Oklahoma 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.

Sincerely,

Dr. Newton

Professor and Department Head