

Template for J-1 Exchange Visitor Offer/Invitation Letter

Department of State regulations for the J-1 Exchange Visitor Program require that the sponsor provide an orientation for the J-1 Exchange Visitor. At that orientation, the sponsor is required to provide a description of the program in which the Exchange Visitor will be participating. To meet this requirement, the Office for International Students and Scholars (OISS) will utilize the J-1 invitation/offer letter.

Departments will issue invitation/offer letters in advance of the J-1 Exchange Visitor's arrival to clarify and confirm the details of the program. Once the J-1 Exchange Visitor arrives at Washington University, the department can confirm with OISS any updates needed prior to the Exchange Visitor attending orientation.

The invitation letter will need to contain the following information:

- Description of the Exchange Program activities
- Department and Division (if applicable) name
- School/Academic Division name
- Length of program
- Proposed start date of program
- Title of Exchange Visitor while at Washington University
- Funding information
- Supervisor/Mentor name, title
- Cross-cultural activities in which Exchange Visitor expected to participate

Other items to include if applicable:

- Additional costs the Exchange Visitor is required to pay as part of the program
- For MD holders, statement that there is no patient contact, or include the incidental patient contact letter

To assist with this requirement, please utilize the J-1 invitation/offer letter template that follows.

DANFORTH INVITE/OFFER LETTER DRAFT

DATE

Dear <SCHOLAR NAME>

I would like to invite you to participate in an Exchange program in the <DEPT NAME> within the <School NAME> at Washington University in St. Louis. Our department is located on the Danforth campus. This program is expected to last # months/years beginning on <DATE> or after obtaining a J-1 visa. I am pleased to offer you the position of <TITLE> at <salary per time period> (OR I understand that your visit to Washington University will be fully supported financially by <indicate funding source>.) As such, you will be appointed as <TITLE> in our Human Resources System. (Please indicate any additional expenses the J-1 may incur)

During this J-1 program your <supervisor (for paid positions)/program mentor (for unpaid positions)> will be <name>. <Name> will oversee your program involving <Description of Activities>

A major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in <list some cross-cultural activities the dept/school will offer>. In addition, the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

Health Care in the United States can be very expensive. As such the Department of State has established guidelines for <minimum coverage> a J-1 and any dependents need to have. It will be your responsibility to ensure the insurance coverage you choose meets the requirements. Please visit the OISS website for more information (<http://oiss.wustl.edu/j-health-insurance-requirement>)

When you arrive in the U.S., you will have to check in at our Department and the Office for International Students and Scholars (OISS). Register for the J-1orientation at <https://J1orientation.eventbrite.com> . Please make arrangements to attend the OISS orientation within one week of arriving on campus. **(For Employees: You will be scheduled to attend our New Employee Orientation from 8:00 a.m. – 4:00 p.m. You must attend within 31 days of your start date.)**

We are looking forward to hosting you on this program.

Sincerely,

Supervisor Name

Title

MEDICAL SCHOOL INVITE/OFFER LETTER DRAFT

DATE

Dear <SCHOLAR NAME>

I would like to invite you to participate in an Exchange program in my lab in <DEPT NAME> in the School of Medicine at Washington University in St. Louis. This program is expected to last # months/years beginning on <DATE> or after obtaining a J-1 visa. I am pleased to offer you the position of <TITLE> at <salary per time period>. **OR** I understand that your visit to Washington University will be fully supported financially by <indicate funding source>. As such, you will be appointed as <TITLE> in our Human Resources System. Please be advised that there is no financial commitment by Washington University. (Please indicate any additional expenses the J-1 may incur)

During this J-1 program your <supervisor (for paid positions)/program mentor (for unpaid positions)> will be <name>. <Name> will oversee your program involving <Description of Activities>. This position <does/does not> involve incidental patient contact.

A major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in <list some cross-cultural activities the dept will provide>. In addition, the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

Health Care in the United States can be very expensive. As such the Department of State has established guidelines for minimum coverage a J-1 and any dependents need to have. It will be your responsibility to ensure the insurance coverage you choose meets the requirements. Please visit the OISS website for more information (<http://oiss.wustl.edu/j-health-insurance-requirement>)

When you arrive in the U.S., you will have to check in at our Department and the Office for International Students and Scholars (OISS). Register for the J-1orientation at <https://J1orientation.eventbrite.com>. Please make arrangements to attend the OISS orientation within one week of arriving on campus. **(For Employees: You will be scheduled to attend our New Employee Orientation from 8:00 a.m. – 4:00 p.m. You must attend within 31 days of your start date.)**

We are looking forward to hosting you on this program.

Sincerely,

Supervisor Name

Title