

SAMPLE J1 RESEARCHER INVITATION LETTER

Please print this on Department letterhead and have this signed by the Department Chair or Dean of the College.

(Date)

(Researcher's Name

Address 1

Address 2

City, Country ZIP)

Dear (Researcher's Name):

On behalf of the Department of \_\_\_\_\_ at the Illinois Institute of Technology, I am pleased to invite you to be a *(visiting researcher/visiting scholar)* for a period of *(insert length of time)* starting from *(mm-dd-yyyy to mm-dd-yyyy)*.

You will be working with Professor (insert name) in the area of (enter description of research activities to be pursued at IIT). We look forward to welcoming you to our research team and trust that you will benefit substantially from your time at IIT.

**If Researcher is required to enroll in credits use text options below depending on the situation.**

***Option 1: Researcher funds their own stay:***

Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). The cost for 1 research credit is posted on the IIT Student Accounting office website: [http://www.iit.edu/bursar/tuition\\_and\\_fees.shtml](http://www.iit.edu/bursar/tuition_and_fees.shtml). You must have sufficient funds available for your living expenses, approximately \$1400 per month

***Option 2: Department funds tuition and researcher funds their living expenses:***

Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). The Department of \_\_\_\_\_ will provide a scholarship of ***(amount of funding)*** to cover your registration for research credits. The cost for 1 research credit is posted on the IIT Student Accounting office website: [http://www.iit.edu/bursar/tuition\\_and\\_fees.shtml](http://www.iit.edu/bursar/tuition_and_fees.shtml). You must have sufficient funds available for your living expenses, approximately \$1400 per month.

***Option 3: Department funds the entire stay and tuition credits through stipend or salary:***

Please note that when you arrive you will be expected to register and pay for 2 research credits per semester and 1 research credit in the summer (unless you will stay for less than 3 months). The Department of \_\_\_\_\_ will provide a stipend of \_\_\_\_\_ to cover your registration for research credits and living expenses for the period of your stay at IIT.

It is required that you obtain health insurance that meet the Department of State requirements before you arrive in the United States. Please see information provided by the International Center along with your DS-2019. It is also best to make arrangements for accommodations before you leave home so you will be sure to have a place to stay when you arrive.

Sincerely,

(Name of Department Chair or Dean of College)  
(Chair, Department of XX OR Dean, College of XX)