***Invitation Letter Must Be On Letterhead***

***Date Required***

Dear **Exchange Visitor’s Name (EV),**

We would like to formally invite you to Marian University as an exchange visitor in the J-1 **visa category name (see below).**

Your program will begin on: **xx/xx/xx** and end on **xx/xx/xx.**

During your time at Marian University, you will be working with **faculty member’s name or lab** and engaging in your J-1 program at least XX hours per week. Your program objective will be to **give research objective or description of teaching.**

* ***Base description on the list of appropriate activities for the EV’s category.***
* ***Describe the EV’s field of research, instruction, or training.***
* ***Clearly define your expectations for the EV’s program during their time here*.**

We will be providing you with $**XXXX on a monthly or annual basis.** Depending on your lifestyle preferences, additional funds may be needed to support yourself (and any dependents) while at Marian University.

***(If your department will not be providing funding, please indicate where the funds for their program will be coming from and any other resources you will make available to them, for example office space or access to the library****.)*

Health insurance is a mandatory requirement for J-1 and J-2 visa holders. Marian University requires that you purchase the international student and scholar group policy through LewerMark which exceeds the J insurance requirements. If you have an existing plan that meets or exceeds the LewerMark coverage, you may apply for an insurance waiver through the Office of International Student Success & Global Engagement (ISS&GE).

You will be required to fulfill the mandatory government check-in with the ISS&GE once you have arrived to Marian University.

Include any other additional comments or information that you would like to provide.  
  
Kind Regards,

***Signature Required***Full Name   
Title  
  
J-1 Visa Category Descriptions

**Short-Term Scholar**: short term scholars can be professors, research scholars, specialists, or persons with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.

**Research Scholar:** primarily conducts research, observe, or consult in connection with a research project. The scholar may also teach or lecture.

**Professor:** primarily teach, lecture, observe, or consult. The professor may also conduct research.