[Date]

Dear [Scholar]:

It is my pleasure to invite you as a [J-1 Category] for the period [Start Date] to [End Date].

You will be engaged in [Research or Teaching] activities in [Subject].

We have verified that your proficiency in the English language, as determined by an objective measurement of English language proficiency, is sufficient to allow you to successfully participate in your program and to function on a day-to-day basis.

[PI’s Name] will serve as the liaison and support you during your time at Rowan University. You will be provided with [Office Space, Computer, Lab, Equipment, etc. (as appropriate)]. You will also be provided with access to Rowan University resources such as library privileges, access to technology, parking, etc.

We understand and confirm that the Exchange Visitor will be funded by [Funding Source Name, or “Self-Funded”] in the amount of $[USD Amount], which is equivalent to at least $5,000/month for the Exchange Visitor and an additional $1,000/month for any accompanying dependent.

The U.S. Department of State’s Exchange Visitor Program requires that all J-1 scholars and accompanying dependents in J-2 status maintain health insurance for the full duration of stay in the United States. Per federal regulations, ALL J-1 visa holders, and their J-2 dependents, MUST have medical insurance for the period of their appointment, starting on the day of arrival. The insurance coverage must meet minimum requirements as specified on the International Center’s J-1 website.

The International Center will assist with immigration-related matters, including the preparation of the DS-2019.

We are very pleased that you will have this opportunity to [Conduct Research/Teach] at Rowan University. I feel certain that you will have a productive and rewarding experience and we will gain much from having you here.

Sincerely,

[Department Chair or Dean, sign and print name/title]