**Sample Invitation Letter for KSU Paid J-1 Scholars**

**(Original letter must be signed and on official letterhead)**

[Date]

Name

Full address in the home country

Dear [Exchange Visitor’s Name],

On behalf of [Name of Department/College], I am pleased to formally invite you to Kentucky State University as a visiting scholar. This invitation is effective for the period of [Start Date of

Program] to [End Date of Program].

[Department or lab - faculty member’s name and title] will be your faculty host during this time here at KSU. Your program objective will be to: [Describe research objective or description of teaching, and program expectations].

We will be providing you with a salary (or stipend) of $xxxx for the period of this exchange. Kentucky State University will provide you with [office]/[lab] space (which may be shared), the use of a computer and library facilities. You will also be invited to departmental meetings and will be welcome to participate in a variety of lectures and seminars offered on campus.

Both the U.S. Department of State (DoS) and Kentucky State University require J-1 Exchange Visitors and any dependents to have medical insurance coverage during their entire stay in the U.S. The Department of State has established guidelines for minimum coverage a J-1 and any dependents need to have. Please contact the Office of Global Strategies and International Affairs or visit its website <https://www.kysu.edu/academics/global-strategies-and-international-affairs/index.php> for more detailed information.

We look forward to welcoming you to Kentucky State University. I am certain that you will have a productive and rewarding experience and we will mutually benefit from this collaboration and your presence on campus. Please feel free to contact me should you have any questions or need any additional assistance.

Sincerely,

*Signature required*

[Name]

[Title]