

SAMPLE INVITATION LETTER FOR J-1 VISITING SCHOLAR

(print on departmental letterhead.)

[Date]

[Name of visiting scholar]
[Street Address]
[City] [Province] [Postal Code]
[Country]

Dear [Name of visiting scholar],

On behalf of [Name of hosting department], I would like to formally invite you to Western Carolina University as a visiting scholar. This invitation is effective for the period of [Start Date of Program] to [End Date of Program].

[Name and title] will be your faculty host during your time at Western Carolina University and will work with you as you engage in the following activities at WCU:

[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable).]

Support and Resources

During your time at WCU, the following support and resources will be made available to you:

[Describe in detail what will/will not be made available, e.g.]

You will be allowed to observe (without pay) three to four classes per semester (without credit or certificate). You will be provided with a shared office, phone, computer and all the facilities granted to faculty members including invitations to our department meetings and seminars.]

Funding

[Non-WCU Funding Option]

It is my understanding that you will provide your own funding, from (funding source), to cover all the expenses of your stay at Western Carolina University, including health insurance for yourself and your accompanying dependents.

[WCU Funding Option]

The Western Carolina University shall provide a stipend of \$[Dollar Amount] per [Month/Year]. The University will also provide medical insurance.

Housing

You will be responsible for finding your own housing accommodations and providing your own room and board. [If you are able to offer assistance in these areas, please specify the services you will provide].

Ling Gao LeBeau, Director of International Programs and Services at Western Carolina University will assist you with your visa application and immigration procedures. If you have questions or concerns regarding immigration matters, please contact Ms. LeBeau directly via email: lglebeau@wcu.edu or telephone: +001-828-227-3433.

We look forward to welcoming you to Western Carolina University. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

[Signature of College/School Dean]

[Name, Title]

[Department]

Cc: Name and Title of Host faculty

Ling Gao LeBeau, Director of Office of International Programs and Services