

Letter head

Date

J visitor's name

J visitor's address (either home address or employer address)

Dear XXX,

This letter is to invite you to come to Auburn University to conduct/contribute to *briefly describe what kind of research (e.g. collaborative research, data collection, etc.)*. We would like you to arrive in Auburn on *date* and continue your visit through *date*.

As we have communicated/discussed, you will be conducting/engaging in *describe in details what the research is about - including project title/academic field, team the scholar will be working with, lab info, etc.* It is our understanding that you will be financially supported by *name of the government agency, university, other organizations, etc.* at a rate of \$XXX per month/week for a period of *duration*. (If the host department will be paying the scholar, please modify this sentence to: *the department's name* will financially support you at a rate of \$XXX per month/week for a period of *duration*.) Please note that as an exchange visitor, you will be required to purchase health insurance while in the United States.

Enclosed with this letter is your DS-2019 form which will be used by the U.S. Embassy to allow you to apply for the J-1 Exchange Visitor Visa. Before you contact the U.S. Embassy, you must first pay a Student and Exchange Visitor Information System (SEVIS) fee of \$180.00. Payment instruction for this fee can be found at the following website:

<https://www.fmjfee.com/>

Please follow the instruction of payment of this SEVIS fee. Once payment has been received you will be issued a receipt for the payment. When this receipt is in your possession, please contact the U.S. Embassy and make an appointment to secure your visa.

Within five days of arrival inside the United States, please report to Auburn University's Office of International Programs in 228 Foy Hall, bringing all of your immigration documents with you to announce your presence, allow them to make copies of your documents, schedule a time for orientation, and pay the premium for the Auburn University required insurance.

We very much look forward to your visit!

Sincerely,

Host faculty member's signature

Host faculty member's name in print

Title

Contact information