**PRINT ON DEPT. LETTERHEAD**

**Sample Letter for J-1 Invitation**

**(Adapt to specific position)**

April 15, 2020

[Scholar’s Name]

[Scholar’s Foreign Address]

Re: Invitation Letter

Dear [First Name Last Name],

It is my pleasure to inform you that you have been accepted as a visiting scholar to join our research team at the University of Texas at San Antonio (UTSA). I, [Faculty Sponsor], PhD. Professor of [Department], UTSA, USA, will be your supervisor and sponsor for your visit here. The period of your stay is scheduled from [Start Date] to [End Date].

As a part of our research collaboration with [Scholar’s Name], the title of your research topic will be [Research Title]. Working with other members in the laboratory you are required to [Research topic, objectives, goals, etc.].

[Provide funding information if UTSA will be a source]. J-1 visiting scholars are required to demonstrate funding of at least $1,500/month to cover living expenses and health insurance. If UTSA and/or scholarships do not cover the minimum requirement, then personal funds can be used to supplement the difference.

Sincerely yours,

[Faculty Sponsor]

[Title]

[Department]

[Phone]

[Email]