**Sample J-1 Exchange Visitor (EV) Continuing Participation Letter**

(to be completed by the supervising faculty member on letterhead used to explain how EV’s program activities will continue while EV is outside the U.S. )

Provide one copy to EV and a second copy to International Scholar Services.

**Date**

To whom it may concern,

This letter pertains to the J-1 Exchange Visitor **[scholar’s name].**

The Exchange Visitor is expected to be outside the United States during the period from **[from date]** to **[to date]**.

During this period, the Exchange Visitor is expected to engage in the following

activities, which are directly related to his/her J-1 exchange program as follows:

**[specify exchange program activities]**

I will personally supervise the Exchange Visitor during this period using the following methods: **[explain supervisory methods]**

**[select one of these 2 sentences]**

The EV does not currently have a paid HR appointment.

The EV currently has a paid HR appointment with the title **[enter title]** and he/she will continue to receive benefits through **[fill in benefits end date]**.

I will inform International Scholar Services in case of any out-of-country dates change by more than 30 days or if the Exchange Visitor discontinues program participation.

Sincerely,

Signature:

Name:

Title:

Phone, Email