

SAMPLE INVITATION LETTER FOR J-1 SCHOLARS

(original signed letter must be on departmental letterhead.)

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name],

On behalf of [Name of Department], I am pleased to invite you to be a [Position Title or "Visiting Scholar"] (J-1 [Professor, Research Scholar, Short-term Scholar or Specialist]) at the State University of New York at Buffalo ("University at Buffalo"). This invitation is effective for the period of [Start Date of Program] to [End Date of Program]. During this period, you will be engaged in [Describe Program Activities].

Funding

[UB Funding Option]

The University at Buffalo shall provide a stipend of \$[Dollar Amount] per [Month/Year]. The University will also provide medical insurance starting on the 43rd day of your employment. You will be responsible for purchasing health insurance from UB's Student Medical Insurance Office for the 42-day waiting period before your employer-sponsored health insurance takes effect. The University at Buffalo will also provide you with [office]/[lab] space (which may be shared), the use of a computer and access to library facilities.

[Non-UB Funding Option]

It is my understanding that you will provide your own funding to cover all the expenses of your stay at the University at Buffalo, including health insurance for yourself and your accompanying dependents, if any. The University at Buffalo will provide you with [office]/[lab] space (which may be shared), the use of a computer and library facilities.

Housing

Unless your academic department will make arrangements for you, it will be your responsibility to find housing for yourself (and your family, if applicable) for the duration of your stay at the University. Helpful tips for finding off-campus housing can be found at

www.buffalo.edu/intlservices/offcampus.html.

Health Insurance

Both the U.S. Department of State (DOS) and State University of New York (SUNY) require J-1 Exchange Visitors to have medical insurance coverage during their stay in the U.S. as J-1 Exchange Visitors. The DOS also requires that J-2 dependents have medical insurance that meets DOS regulatory requirements. Further information about insurance for J-1 scholars is available at www.buffalo.edu/intlservices/health_sch.html

To affirm that you and your dependents will have the necessary health insurance coverage, we require you to sign and submit the Medical Insurance Attestation form to us. After you have done so, we will send you a DS-2019 so you can apply for a J-1 visa. The Medical Insurance Attestation Form is available at

www.buffalo.edu/intlservices/pdf_files/MedicalInsuranceAttestation-LH.pdf.

Although J-1 Exchange Visitors may wish to purchase health insurance in their home country, they should be aware that their home country policy can only substitute for the SUNY policy if the health insurance coverage is comparable. If not, the J-1 Exchange Visitor will also have to purchase the SUNY policy. Similarly, any health insurance policy purchased for J-2 dependents must meet the DOS requirements or the J-2 will also need to purchase the SUNY policy. Therefore, we do not recommend purchasing health insurance in your home country to cover you during your stay in the U.S.

Further information regarding the J-1 Exchange Visitor Program is available at www.buffalo.edu/intlservices/j1_scholars.html.

We are delighted that you will come to our University as a [\[Position Title or "Visiting Scholar"\]](#) and look forward to meeting you.

Sincerely,

[\[Name\]](#)

[\[Title\]](#)