

**SAMPLE INVITATION LETTER FOR J-1 SCHOLARS SPONSORED
BY OTHER ORGANIZATIONS (FULBRIGHT, ETC.)**

(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 Fulbright Scholar 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

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

[It will be your responsibility to find housing / We will assist you in finding 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.

Although Fulbright will provide health insurance for you, the SUNY health insurance provides greater coverage than that provided by the Fulbright insurance. Therefore, since your coverage must meet the SUNY standard, you will be required to purchase the SUNY insurance to supplement your Fulbright health insurance.

Please note that, 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 Fulbright Scholar and look forward to meeting you.

Sincerely,

[Name]

[Title]