

[Date]

[Scholar Name] [Title]
[Street Address]
[City] [Province] [Postal Code]
[Country]

Dear [Scholar Name],

In my capacity as [Position Title] at The University of Texas at Tyler, I have reviewed your academic background, including English language ability and would like to extend an invitation to be a [Position Title or “Visiting Scholar”] (J-1 [Research Scholar, Short-term Scholar or Specialist]) at the University of Texas at Tyler (UT Tyler). 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 here].

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In addition, there may be opportunities for you to share your experiences with our students in a classroom setting (*and interact with faculty members, if applicable*).

The University, college or department will not be paying you a salary nor providing opportunities for income. However, we will be happy to provide you with adequate workspace (which may be shared), the use of a computer and access to our library facilities. In this regard, you have agreed to provide your own funding to cover all expenses for the duration of your stay.

As required by the U.S. Department of State (DOS) [22 CFR 62.14] all Exchange Visitors and their accompanying dependents to have medical health insurance coverage, which includes repatriation of remains and medical evacuation policies during their stay in the United States. You will be responsible for purchasing health insurance that meets these regulation requirements, for yourself and for all accompanying dependents, for the duration of your stay at UT Tyler.

We are delighted to welcome you to the University of Texas at Tyler as a [Position Title or “Visiting Scholar”] and we look forward to working with you.

Sincerely,

[Name]
[Title-Dean or Department Chair]
[Contact information]