



***SAMPLE INVITATION LETTER FOR J-1 Exchange Visitor***

Dear (Exchange Visitor's Name),

On behalf of the \_\_\_\_\_ Department of \_\_\_\_\_ at the University of Kentucky, I am pleased to offer you an appointment under the State Department J-1 Title of **[Research Scholar, Professor, Short Term Scholar, Specialist, Student Non-Degree, etc.]** You will be **[working/studying/observing]** at the University of Kentucky in the capacity as a **[Postdoctoral scholar, Visiting Scholar, Visiting Scientist, Student etc.]**, beginning \_\_\_\_\_ to \_\_\_\_\_ (dates) with \_\_\_\_\_ **[name of supervisor or professor]** and other faculty members on \_\_\_\_\_ **[briefly describe the research project, study plan, etc.]**. There is a possibility of an extension based on available funding, performance and visa approval.

**[Note: Please omit the last sentence of the previous paragraph if the exchange visitor (EV) will be working at the University of Kentucky in the capacity of a Visiting Scholar and the EV's initial stay will be for a year.]**

It is understood that you will receive no funding **[or state UK salary/funding including any additional funding provided such as airfare, visa fees, included etc.]** from the University of Kentucky.

**[Note: The minimum funding visa requirements for all UK Exchange Visitors (EV) is \$22,000 (or \$1,833 per month); EV/spouse: \$28,800 (or \$2,400 per month); each child an additional \$4,700 (or \$391 per month). UKY may require a minimum salary be offered to postdocs: <https://postdoc.uky.edu/faculty-admin>].**

I (We) understand that you will be supported by \_\_\_\_\_ **[list the funding agency and/or personal funds]**. Before applying for a visa and prior to the issuance of the DS-2019 you will be required to submit some type of evidence of funding (e.g. a bank statement, letter from your home government, company, or other type of funding source). The amount of funding may be pro-rated according to the minimum funding requirements and the duration of your stay in the United States. **[Note: Include this information only when no UK funding is provided]**.

Our department will provide you with a desk space, access to the department's computing facilities, library privileges and usual departmental support services **[adapt to suit your needs]**. Temporary appointments are not eligible for standard University employee benefits, such as health insurance and retirement.

The University of Kentucky requires all J-1 exchange visitors and their dependents to have health insurance that meets or exceeds the university's minimum health insurance criteria. International Student and Scholar Services (ISSS) will provide you with information about purchasing the SHP health insurance plan in your welcome materials and information is available on our website at <http://international.uky.edu/ISSS/IFS/J1/HealthInsurance>. We recommend that you review the minimum requirements and policies prior to your arrival to the U.S. If you are a university paid employee working 30 hours or more per week and your appointment length of stay is 90 days or more, you may be eligible for a health credit and will purchase a UK employee plans upon arrival. Please be aware that many health insurance companies in the U.S. and/or abroad do not meet the UK or Department of State minimum requirements. Also, UK employee plans do not include medical evacuation and repatriation coverage which is a required part of the J-1 health coverage requirements for you and your dependents. Most of the UK health insurance policies for J-1 exchange visitors are found under VII. Benefits in the UK Administrative Regulations AR 5:1 but if you have any questions you may also contact us at [iss@uky.edu](mailto:iss@uky.edu).

This appointment is contingent on your ability to obtain a visa for entry to the United States. We will request that the International Student and Scholar Services issue a form DS2019 for your J-1 visa application.

**[Note: Please exclude the last two sentences above if the person is sponsored by another government agency that will take care of the visa preparations such as Fulbright, IIE, IREX etc. Instead you should add the following line which states "We understand that your visa paperwork will be handled by \_\_\_\_\_ and you will not require the visa services of the University of Kentucky].**

Sincerely,