Print on Department Letterhead

Today’s Date

Name of scholar

Scholar’s address

Dear scholar’s name,

I am pleased to offer you an invitation to be a J-1 Exchange Visitor in the Department of \_\_\_\_\_ at the University of Colorado Boulder from xx/xx/xxxx to xx/xx/xxxx. During your visit here, you will collaborate with Professor xxx to (describe research or collaboration focus here in **clear, simple terms**. A layperson needs to be able to understand the description).

We understand that your financial support will be provided by (enter name of funding, examples include: self-funded, sponsor, etc). As a J-1 Exchange Visitor, you will not be eligible for employee benefits. However, we will provide (office space, internet access, computer, and access to CU Boulder library system- enter anything that will be provided).

Before arriving at CU Boulder, please make sure to arrange insurance coverage from your arrival date into the U.S. until the date you will depart the U.S. As a reminder, you must provide your own medical insurance and evacuation/repatriation insurance for yourself and any J-2 dependents. Your insurance can come from any country, but it must cover you while you are in the U.S. and meet the minimum J-1 insurance requirements. Program participants and their dependents are required to have medical and evacuation/repatriation insurance coverage with the following minimum benefits [22 CFR 62.14]:

* Medical benefits of at least $100,000 per accident or illness
* Repatriation of remains in the amount of $25,000
* Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $50,000
* A deductible not to exceed $500 per accident or illness.

You can find a list of insurance providers that offer medical insurance and evacuation/repatriation insurance on the ISSS website (Forms & Handouts -> J Scholar Forms -> J-1 Insurance Resource List). For more information about the J-1 program, please visit the [Department of State website.](https://travel.state.gov/content/travel/en/us-visas/study/exchange.html)

We look forward to your visit!

Sincerely,

Signature and Printed Name of Inviting Faculty Member