**SAMPLE: J-1 VISITING SCHOLAR INVITATION LETTER**

***(print on official department letterhead)***

**[Date]**

**[Name of visiting scholar]**

**[Address of visiting scholar]**

Dear **[Name of visiting scholar]:**

On behalf of the **[inviting department]**, I would like to formally invite you to Babson College as a visiting **[*choose one:* professor / research scholar / short-term scholar]** from **[month, day, year]** to **[month, day, year]**.

**[Name and title]** will be your faculty host during your time at Babson College and will work with you as you engage in the following activities at Babson College:

**[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable).**

You **[will / will not]** receive any **[stipend / salary]** from Babson or any other U.S. entity. ***[If a salary is offered, coordination of employment must go through Human Resources].*** You will be responsible for finding your own housing accommodations and providing your own room and board. ***[If you are able to offer assistance in these areas, please specify the services you will provide; if a meal plan is included in the offer, indicate a U.S. dollar value].***

During your time at Babson, the following support and resources will be made available to you:

**[Describe in detail what will/will not be made available; example:**

**You will be allowed to audit (without pay) three to four classes per semester (without credit or certificate). You will be provided with a shared office, phone, computer and all the facilities granted to faculty members including invitations to our department meetings and seminars.]**

Nikki Nicosia, International Student & Scholar Advisor at the Glavin Office of Multicultural & International Education will assist you with your visa application and immigration procedures. If you have questions or concerns regarding immigration matters, please contact Ms. Nicosia directly via email: nnicosia@babson.edu or telephone: +001-781-239-5313.

Thank you for your participation in our program as a J-1 [choose one: professor/research scholar/short-term scholar]. Our assistance with your short-term stay in the U.S., including but not limited to assistance with the Form DS-2019, J-1 visa application, housing, the offered stipend, and/or any other assistance which is offered to you, should not be interpreted in any way to create an employer-employee relationship between you and Babson College. At all times during your stay, you are considered a visitor at Babson and not an employee or a student. **[Most J-1 scholars will not be considered Babson employees unless pre-approved by Human Resources. This paragraph may be deleted if the scholar will be considered an employee of Babson.]**

We look forward to welcoming you to Babson College. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

***[Signature of Department Chair]***

**[Name, Title]**

**[Department]**

Cc: Nikki Nicosia, International Student and Scholar Services