



J-1 Scholar Invitation Letter Instructions and Template

Use this template to extend an initial invitation to the UMN

Refer to the numeric labels on the following template which correspond to this guidance:

- (1) J-1 category : "Scholar" can be used for Short-term and Research Scholars. You may include the specificity of "Short-term" or "Research". "Research Scholar" and "Short-term Scholar" are different. "Professor" is only appropriate for the Professor category (primarily teaching) and cannot be used interchangeably with any other category.
- (2) Brief explanation, 1-3 sentences, about the goals and objectives of the J-1 program. These must align with the objectives entered on the Program Details form within the initial application.
- (3) ISSS requires start dates that are at least two months into the future at the time an application is fully submitted. ISSS reserves the right to suggest or require changes to these dates, if necessary.
- (4) **ONLY** include this sentence if the scholar is receiving funding from the UMN. Enter the total amount of money the applicant will receive over the course of their J-1 program. If the person will be paid by the hour, you must provide us with a total minimum amount. We cannot list hourly wages on the DS-2019.
- (5) **ONLY required for employees** Include the scholars official job title or working title at the UMN. For example, Postdoc associate, visiting lecturer, visiting researcher, etc.
- (6) **ONLY** include this sentence if the scholar is not receiving UMN pay.
 - o Examples of things you can include are:
 - (i) Office space
 - (ii) A University of Minnesota email account
 - (iii) Seminars, Workshops and other department opportunities
 - (iv) Library Access
 - (v) Use of laboratory equipment
- (7) **ONLY** include this sentence if the applicant is eligible for employee benefits (UPlan)
- (8) **ONLY** include this sentence if the applicant is not eligible for employee benefits
- (9) The department should determine the appropriate person to sign the support letter. This may be the Department Head, Human Resources representative, or employee's supervisor, depending on department policy.

Other Letter Details:

- Remove all numeric labels (in parenthesis) and highlighting before printing the letter(s).
- The final letter must be on UMN letterhead and signed.
- Do not insert additional information. "Less is more" for this narrow Consular purpose.

Template Letter Color Coding Key (see context below)

Applicable to All J-1 Applicants

Applicable to J-1 Employees

Applicable to Unpaid/Non-Salaried J-1s

LETTER MUST BE ON UNIVERSITY OF MINNESOTA DEPARTMENT LETTERHEAD

[Current Date]

[Scholar's Name] [UMN ID #XXXXXXX]

[Scholar's Address Line 1]

[Scholar's Address Line 2]

Dear [Scholar's Full Passport Name],

Please accept this letter as a formal invitation to join the University of Minnesota as a J-1 [Scholar or Professor].(1) Your mentor will be [title and name of faculty mentor].

The objective of your program will be to [short description of work/research goals].(2)

Your program will run from [Month Day, Year to Month Day, Year].(3)

During this time you will receive [Total Dollar Amount](4) from the University of Minnesota in payment for your work as a [job title or working title].(5) Continuing employment is contingent on meeting University employment requirements, availability of funding, and maintaining work authorization in the United States.

Though you will not be a salaried employee, the department will provide you with [provided department benefits].(6)

The University of Minnesota requires all J-1 scholars and their J-2 dependents (if applicable) to enroll in a University of Minnesota health insurance plan for the full duration of the J-1 program. As an employee, you are eligible for the UPlan health benefits. You must take action after arrival to enroll in the UPlan. Depending on your date of arrival, you may also be required to enroll in the Student Health Benefits Plan to make sure you are covered for the full duration of your stay at the UMN. (7) You must take action after arrival to enroll in the Student Health Benefit Plan (SHBP) for international scholars.(8)

Sincerely,

[Name]

[Job Title](9)

Color Coding Key

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