***This is for INTERNAL USE ONLY and for TAMIU College Deans and their processing staff. The letter of invitation should be issued only after approvals have been received from the appropriate offices.***

**SAMPLE LETTER OF INCITATION J-1 SCHOLAR**

College Letterhead

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (*Dr. Mr. Ms.)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Texas A&M University, I have reviewed your academic background including English language ability and would like to extend an invitation to be a visiting research scholar in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of (*DD/MMM/YYYY*) to (*DD/MMM/YYYY*). While at Texas A&M International University, you will be conducting collaborative research on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*elaborate*) with both (*if applicable*) Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Department of \_\_\_\_\_\_\_\_\_\_\_\_ and myself. In addition, there may be opportunities for you to share your experiences with our graduate 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*for example: a stipend in the amount of $ \_\_\_\_\_\_\_\_\_\_; adequate workspace; access to computer; laboratory access; library access; technical support i.e. Email, internet; administrative support i.e. alpha I.D. number; other as applicable*). In this regard, it is my understanding that you will cover all your expenses while at TAMIU with your personal funds in the amount of $ \_\_\_\_\_\_\_\_\_\_\_.

Finally, you will be expected to acquire and maintain adequate medical insurance, with minimum coverage for yourself (*if applicable,* and accompanying dependents) as specified be the J-visa requirements.

Sincerely,

Dean of the College of (*as applicable*)  
Texas A&M International University