DEPARTMENT LETTERHEAD

*Reference for this letter is at:* <https://isss.umn.edu/forms/pdf/j1/jscholarinviteguidelines.pdf> *- delete this from letter*

Date

Name

Address

City, State, Zip

Dear Name:

We are pleased to offer you an appointment as a J-1 visiting scholar in the Department of XXXXX in the Swenson College of Science and Engineering at the University of Minnesota, Duluth. University policy requires formal appointment documents that are aligned with the University fiscal year. Your appointment, covering the period from begin date of appointment until end of fiscal year, is expected to be followed by an appointment from beginning of next fiscal year until end of appointment. In summary, your J Program is expected to begin start date of appointment and conclude last day of appointment.

I will serve as your faculty mentor during your appointment and look forward to collaborating with you on topics to include research, observation, and/or teaching.

As we discussed, this appointment does not include any financial obligations from the Department of XXXXX or the Swenson College of Science and Engineering. My understanding is that you have received financial support from funding source, as the department is unable to provide you with direct salary, scholarship, or stipend. The support you receive from funding source should cover all of the expenses of your stay at the University of Minnesota, Duluth including health insurance, sustenance, and transportation. If you have any dependents, you are responsible for all their expenses during their stay as well. I trust that you have researched the Duluth, Minnesota area average costs, reviewed the provided financial overview with links, and have a sustainable plan to accommodate you and your dependents.

J-1 Scholars only: (The University of Minnesota requires all J-1 international scholars and J-2 scholars and their J-2 dependents to purchase U of M health insurance. J-1 scholars and their J-2 dependents are required to have either a U of M Employee Benefits Medical Plan or the U of M Student Health Benefit Plan (SHBP) for International Scholars for the full duration of the J program. You can learn more about these requirements and find a link to medical plans at: <https://isss.umn.edu/J/insurance.html>)

DATE

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I can make office/laboratory space available along with Internet and telephone connections in support of your work.

We look forward to your arrival and are happy to assist you in answering any questions or concerns that you may have.

Sincerely,

XXXXX XXXXX XXXXX XXXXXX Wendy Reed

Title of faculty mentor Department Head Dean