Date

(Visiting Scholar Name)

(Address)

Re: Visiting Scholar Invitation

Dear Visiting Scholar Name:

On behalf of the Department of Pharmaceutical Sciences, I am pleased to invite you to be a visiting scholar (J-1 Research Scholar) at the University of North Texas Health Science Center (UNTHSC). This invitation is effective for the period of XXXX to XXXX. (start date must be at least 6 weeks from date of DS-2019 submission) During this period, you will be engaged in research in xxxxxx with the Department Name.

Funding:

The University will offer you an annual salary of $XXXX, which will be paid at a monthly amount of $XXX on the first business day of each month, and is subject to applicable withholdings. In addition to your annual salary, your employment includes a substantial benefits package, including medical, dental, disability and life insurance.

OR

There is no remuneration associated with this invitation. Therefore, you will need to {send me documentation of adequate funding to support your stay for the duration of your program}.

Housing:

It will be your responsibility to find housing for yourself (and your family, if applicable) for the duration of your stay at UNTHSC.

Health Insurance:

Both the U.S. Department of State (DOS) and UNTHSC require J-1 Exchange Visitors to have medical insurance coverage during their stay in the U.S. as J-1 Exchange Visitors. The DOS also requires that J-2 dependents have medical insurance that meets DOS regulatory requirements.

During your program, HSC will provide you with office space and internet access. We look forward to your affiliation and contributions to our department during this exchange. Please inform me of your arrival date and flight information as they are available. Feel free to contact me if you have any questions or need further assistance as you prepare for your visit. I look forward to your visit and participation in this program.

Sincerely,

Supervisor

Title of Supervisor

Department Name