

University of Miami
TEMPLATE FOR J-1 COURTESY (UNPAID) APPOINTMENT INVITATION LETTER
(Please print on departmental letterhead)

[Date]

[Name]

[Address]

Dear _____,

We would like to offer you a courtesy appointment as visiting [J-1 professor, J-1 research scholar, J-1 short-term scholar or J-1 specialist] in the Department of _____. This appointment is anticipated to begin on _____ and to end on _____.

As a J-1 Scholar, the specific details of your program are as follows:

- Program Duties: [same from the DS2019].
- Program Hours: _____ per week.
- Program Location: [address where the person will be located while on the program].

ONLY INCLUDE THIS SENTENCE IF APPLICABLE: You will be required to pay the following departmental fees to the Department of _____: [list fee descriptions and amounts here].

You will be afforded library privileges and in-library use of licensed resources. Additional privileges may be extended if the sponsoring department can demonstrate that the appointee is doing research that directly benefits the University. This appointment does not carry any employment status at the University.

J-1 visitors who are not employed by the University of Miami but who have a working relationship with the University, such as you, may only note this affiliation with the University in publications or an acknowledgement of work that was done in collaboration with the University. Any further use of the University's name or resources must be approved by the University in advance.

Please also be aware that during your stay on campus, you will be subject to the same rules of conduct and applicable University of Miami policies and procedures as pertain to all employees at the University, and you will be expected to abide by and conform to the same. These policies are available on-line through the University's home page or directly at miami.edu/hr.

Included in this invitation letter is your Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, which you will use in obtaining your J-1 visa. Also included is information prepared by the Department of International Student and Scholar Services that will be helpful to you prior to your arrival on campus. Your University sponsorship is contingent upon your obtaining and maintaining J-1 status, which allows you to legally engage in your J-1 activity at the University of Miami.

Please respond to this courtesy appointment offer as soon as possible by e-mail to [Department Contact Name/Email Address] in which you formally accept this appointment. Should you decide not to accept this appointment, you must immediately return Form DS-2019 to International Student and Scholar Services. The Form DS-2019 is a controlled legal document and is non-transferable.

We are very pleased to have this opportunity to collaborate with you and look forward to your arrival.

Sincerely,

Professor
Department of

I accept this invitation on the terms stated above.

Signature: _____
[Name]

Date: _____