

University of Miami
TEMPLATE FOR J-1 PAID APPOINTMENT INTENT LETTER
(Please print on departmental letterhead)

[Date]

[Name]

[Address]

Dear _____,

This letter is to confirm your invitation to join us as an International Scholar in J-1 status in the category of [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].

For those in need of assistance during your transition to South Florida, please refer to the University's Office of Faculty and Staff Housing website: <http://www.miami.edu/provost/housing>. The site contains guidance on relocation management, information on the various communities in South Florida, and access to UM-owned rental properties.

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.

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