

## LETTER OF INVITATION REQUIREMENTS AND SAMPLE LETTER TEMPLATE FOR ASU EXCHANGE VISITORS

### LETTER COMPONENT REQUIREMENTS

A letter of invitation on ASU letterhead from the ASU faculty host serves to define the agreement between ASU and the Exchange Visitor and is required for a salaried OR non-salaried position. It must be dated, addressed to the Exchange Visitor and must include:

- a) dates, expected duration, and location(s) of the program;
- b) a brief statement documenting the educational/academic objectives of the exchange program and the intended means/activities for accomplishing the objectives, along with the name of the ASU faculty member who will supervise the Exchange Visitor's activities;
- c) financial arrangements during the Exchange Visitor's stay, along with any ASU services offered; and
- d) **STATEMENTS REGARDING HEALTH INSURANCE**
  - *the letter must include this statement:* "U.S. regulations require J-1 Exchange Visitors and their J-2 dependents to carry health insurance for the duration of their exchange program in the United States."
  - indicate whether or not health insurance benefits will be provided by or through the department; some departments opt to cover cost of insurance.
  - if the Exchange Visitor is eligible to purchase **ASU Faculty and Staff Health Insurance**, indicate this in your letter. Eligibility varies according to position title and percentage of appointment—consult Human Resources for clarification.
    - IMPORTANT NOTE:** ASU medical insurance does not provide all of the required coverage, i.e. medical evacuation or repatriation of mortal remains to the home country. Thus, Exchange Visitors electing ASU insurance will still need to purchase a supplemental policy for medical evacuation and repatriation of mortal remains insurance.
  - if the Exchange Visitor is not eligible for ASU insurance, indicate that the individual **must** purchase alternative insurance that meets regulatory requirements. Please attach the Medical Insurance Requirements and Compliance Form outlining the Exchange Visitor Program health insurance requirements found in the forms section of this packet. A non-exhaustive list of health insurance options is also available on this form.

### SAMPLE LETTER TEMPLATE

Dear X:

On behalf of [*unit name*], I would like to extend you an invitation to be a [*visiting professor, visiting researcher, visiting scholar, etc.*] at Arizona State University (ASU) with the expected dates of [*start date*] to [*end date*] [**NOTE:** provide minimum two months' lead time]. Your duties will include [*indicate teaching and/or research activities*]. Your program supervisor will be [*name of supervisor*].

[FUNDING OPTION 1] Your salary [*or stipend*] will be [*\$XXXX per month or year*] and will be paid in bi-weekly installments of [*\$XXXX*]. Note that this amount may be subject to deductions for taxes and benefits and may not represent actual take-home pay.

[FUNDING OPTION 2] We acknowledge that you will receive no monetary remuneration from ASU, and that you are solely responsible for your financial support throughout your sponsored program.

[FUNDING OPTION 3: a combination of funding from the options above]

Aside from the institutional affiliation with ASU, we will provide you with [*computer access, library privileges, office space, etc. If office space and computer resources will be shared, indicate so*]. You will be responsible for your own housing and living arrangements (see <http://www.asu.edu/studentaffairs/reslife/occss/> & <http://www.azhometay.com/> for guidance). [**NOTE:** some departments choose to provide or arrange for housing]

U.S. regulations require J-1 Exchange Visitors and their J-2 dependents to carry health insurance for the duration of their exchange program in the United States. [*insert relevant language per section "d" above*].

We look forward to your arrival and work with us in [*unit*]. Please let me know if you have any questions.

Sincerely,

[name and signature of host faculty member]