**[DEPARTMENT LETTERHEAD] Updated January 2013**

*N.B: Before any UMB faculty writes an invitation letter to a potential visiting scholar, you as host faculty must contact the Coordinator of International Students and Scholars Services (ISSS), Susan Leigh Connors at susan.connors@umb.edu. The Coordinator will provide you with the “PRELIMINARY INFORMATION Form I” that needs to be filled out by the hosting faculty along with this invitation letter. Please submit:*

*1.) The invitation letter*

*2.) Scholar Request Form*

*3.) CV of faculty host and*

*4.) CV of the potential visiting scholar.*

*All materials must be submitted for official review before the invitation letter goes to the potential visiting scholar.*

**Date:**

**From: [UMASS Faculty Host Information]**

**To: Name of Scholar/Professor**

**Current Position & Official title:**

**Affiliation:**

**Home Address:**

**Re: Acceptance & Invitation to the University of Massachusetts Boston as a Visiting Scholar/Professor invited by (hosting faculty name), Name of the Academic Unit & College**

Dear XXX

**Greeting & Introduction:** Hosting faculty writes this section based on the nature of the invitation.

**Research activity:** Indicate research project(s) that has brought this particular invitation. For example, in addition to hosting the scholar, what specific research activities will you engage in together that constitutes the invitation? How do the scholar’s activities fit into yours? Keep in mind that the scholar/professor will also use this letter when applying for the J-1 visa at the U.S. Embassy.

**Terms of visiting scholar duration:**  Clearly indicate the duration of the visiting scholars’ stay at UMB.

**Funding conditions: (please explain in detail with terms and conditions):**

**Teaching assignment: (if applicable):**

**Office availability:** During your stay at UMB, the academic department of XXX will provide an office [or a shared space] for you, located in…XXXX

**Library access:** The academic department [the hosting department] you will be affiliated with during the visit will provide an access to the university library, arrange for a UMASS ID and email account.

**Housing: (Explain how housing will be arranged (or not arranged) for the Visiting Scholar):**

**Fee for J Visa Processing:** Your J Visa Scholar servicing fee will be **$450 USD**. You must pay the fee on the first day of your arrival to UMass Boston, in the Office of Inter-/Transnational Affairs (OITA), **room 2100, 2nd fl. Campus Center.** We accept American Express Traveler Check or an officially certified check (attention **to UMass Boston, OITA - J Visa Scholar Servicing Fee**). Coretta Bates ([coretta.bates@umb.edu](mailto:coretta.bates@umb.edu)) will assist you with this process.

**J Visa Issuance**: Your J-1 visa process will be handled by Susan Leigh Connors, Advisor to Visiting Scholars & Researchers ([susan.connors@umb.edu](mailto:susan.connors@umb.edu)). You are required to attend a mandatory orientation upon arrival at UMB. Please contact Susan Leigh Connors when you arrive in the US to set an appointment. Scholar advising hours are Mondays 2-4 and Wednesday 10:00 – 12:00 and 2:00 to 4:00.

**J Exchange Visitor Insurance**: You are required to purchase health insurance for the duration of your stay in the U.S. You will receive enrollment information to purchase the UMASS Scholar Plan at the time your visa documents are issued. U.S. Department of State (DOS) requires adequate health insurance. You may carry any policy that meets the DOS requirements.

**Program Start Date:** The program start date on your DS-2019 is crucial. If you are not able to arrive in the United States until after the start date on your DS-2019, your program may be impacted. When you arrive in the United States please make an appointment for SEVIS validation at the ISSS Office. Please contact [susan.connors@umb.edu](mailto:susan.connors@umb.edu) (617.287.5586) to set up an appointment. At that time ISSS will validate you in the government database and you complete your mandatory orientation.

**Transportation to the campus**: One of the Boston’s subway lines [the Red line] takes passengers to the UMass Boston campus. A direct shuttle service from the subway station called *JFK/UMASS* goes directly to the Campus Center. The Office of International and Transnational Affairs at UMass Boston is located in the Campus Center, 2nd floor Office 2100. My office is located at [indicate hosting faculty’s office location]

**Other:**

**Closing statement:**