Name of the visiting scholar

Full address in the home country

Country

Date

Dear J-1 Scholar’s name,

We are pleased to formally invite you to Gonzaga University (GU) as a J-1 Visiting Global Scholar J- 1 category. This invitation is effective for the period of start date of the program to end of the program.

During your time at GU, you will be working with faculty’s name (your Faculty Host) in the Department of hosting department, engaging in your J-1 program at least XX hours each week. Staff name (Administrative Coordinator) will help coordinator your time at GU.

Your program subject: give research objective or description of teaching

* Base description on the list of appropriate activities for the J-1 visitor
* Describe the J-1 visitor’s field of research, instruction, or training
* Clearly define your expectations for the J-1 visitor during their time at GU

The following services will be provided to you during your time at GU:

* (Describe in detail what will/will not be available)
* (Describe in detail what will/will not be available)

The Administrative Coordinator at GU will provide housing suggestions with reasonable distance to campus. You are required to submit financial documents such as a bank statement or letter of support from your home institution indicating that you have sufficient funds for the amount of U.S. $1,500 each month for the duration of your stay at GU. Depending on your lifestyle preferences, additional funds may be needed to support yourself (and any dependent) while at GU. (*If your department will not provide funding for the J-1 visitor, please indicate where the funds for their program will be coming from and any other resources you will make available to them, such as space or access to the library, the housing*)

In order to participate in the J-1 Visiting Global Scholar Program, you will need a Form DS-2019 from GU’s International Student and Scholar Services (ISSS) Office, in order to apply for a J-1 visa. As a condition of the J-1 visa, you are required to have medical/health insurance for the period of your appointment that meets the Department of State requirements, starting with the first day of the program. Dependents travelling with you (spouse and/or children) must also carry health insurance. You have the option to purchase the GU-contracted health insurance policy upon your arrival to the States. This is a very excellent insurance coverage plan and one that will give you a sense of well-being relative to your coverage. Therefore, it is very important that you communicate and work with ISSS regarding your health insurance plan from your home country prior to your coming to the U.S.

We will provide assistance with the transportation from Spokane International Airport (GEG) to GU, and housing accommodations (*if the hosting department does not provide the services, please indicate it clearly*).

You will be required to fulfill the mandatory immigration check-in once you arrive at GU. Should you have any questions, please don’t hesitate to contact us (*provide the contact information*). ISSS staff will assist you with immigration procedures. If you have any questions or concerns regarding immigration matters, please send an email to [isss@gonzaga.edu](mailto:isss@gonzaga.edu) (please include “J-1 scholar” in the subject line) or call 1- 509-313-3583.

We look forward to hosting you on our campus and wish you a safe journey to the U.S. We are certain that you will have a productive and rewarding experience, at the same time, we will gain much from you. Please feel free to contact me should you have any additional questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Host Name

Faculty Host department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Name

Department Chair Title

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Dean/Director Name

Dean/Direct Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost Name

Provost Title

Cc: Christina Isabelli, PhD, Gonzaga Associate Provost for Global Engagement

Ashley Davis, Director, Gonzaga International Student and Scholar Services