Invitation Letter Template

Please print on Departmental Letterhead

[Date]

Dear [J-1 scholar’s name],

We are pleased to invite you to visit the Department of [the hosting department’s name] at Emory University as a [Emory appointment title such as Visiting Professor].

The purpose of your visit is to [e.g. teach and conduct scholarly research in organic chemistry], beginning [the start date in mm/dd/yyyy] and ending [the end date in mm/dd/yyyy].

Your J-1 scholar activities will occur in [e.g. the chemistry building] on Emory’s Atlanta campus.

[Funding details – e.g. Emory University will provide housing allowance, valued at $900 per month.  It is our understanding that you will continue to be funded as an assistant professor on sabbatical from your institution in China.]

[If applicable, any fees assessed by your department / school]

[If applicable, any benefits or provisions provided by your department]

Should you have any questions, please contact me.  We look forward to welcoming you to Emory University and Atlanta.

Sincerely,

[signature]

[Supervisor’s name]

[Emory title]