**Highlighted areas should be amended accordingly (Offer Letter with UF funding)**

Date

Name of Exchange Visitor

Title

University Department/Name (Or Center)

City, Postal Code

COUNTRY

Greetings (Exchange Visitor Name):

I am pleased to invite you to be a J-1 Research Scholar/Short-Term Scholar/Professor/Student Intern in the Department/Center (X) at the University of Florida (UF). During your stay, you will be compensated with a salary of $\_\_\_\_\_\_\_\_\_\_ per month/year/hourly rate (*if hourly, the letter must state the expected number of hours to work each week*). You will/will not receive fringe benefits during your employment period at UF. Benefits will include . Please be aware due to possible delays with the Social Security Administration and UF payroll, salary distribution may not begin until six to eight weeks after your hire date. Please be prepared to support yourself with personal funds during this transition period. If you are eligible for UF-sponsored health insurance, ***you will be required to provide at least three months of appropriate external health insurance while waiting for your UF insurance benefits***. Proof of Health Insurance will be required for the mandatory check-in with the UF International Center’s Exchange Visitor Services unit (EVS), **which meets UF’s *health insurance requirements for the J visa program*** (please, refer to UFIC’s website for more information on health insurance requirements).

Your activities during your J-1 Program will include (a brief description of activities), working with (faculty member/s) on research related to (brief description) (**AND/OR if applicable)** teaching (type/name of courses). Additionally, we expect you to be involved in many activities that will allow for cultural exchange among faculty, staff, students, and other UF Exchange Visitors. Your UF J-1 Program is requested to begin on (proposed start date) and is expected to conclude on (proposed end date). If your arrival is delayed or must be postponed, please inform us. We will communicate with EVS to adjust your program dates accordingly.

During your J-1 Program, we will provide you with office space, lab facilities, clerical support, and computer and internet access. Our department/center will arrange your transportation from the airport upon arrival. We will also assist with identifying options for temporary housing and forward this information to you in the coming weeks.

To satisfy immigration and J-1 Program requirements, you must demonstrate a minimum of $2266 per month for the duration of your stay. You must also purchase and maintain health and emergency evacuation insurance. Additionally, you will be responsible for all fees and expenses related to your visa and stay here. If you bring J-2 dependents, you will need to demonstrate additional financial support for your spouse ($1000/month) and children ($500/month per child) and provide and maintain appropriate health insurance for all J-2 dependents.

Despite the above minimum financial requirements, we recommend that you consider your site of activity and economic impacts (i.e., inflation) and budget for your time in the U.S. accordingly. The cost of living varies substantially throughout Florida, ***and outside employment during your J-1 Program is prohibited.***

If you are starting a new J-1 Program, you will be issued a Certificate of Eligibility for Exchange Visitor status (Form DS-2019). This document will allow you to apply for a J-1 visa stamp and participate in the Exchange Visitor Program. If immediate family members (spouse and/or child) accompany you, a Form DS-2019 will be issued for each family member. EVS will provide you with the Form(s) DS-2019 and additional information regarding the Exchange Visitor Program regulations and your responsibilities.

Immediately after arriving at UF, you must complete the mandatory check-in process with EVS (this process is completed fully online). If you do not complete the check-in process within 30 days from the start date on the Form DS-2019, your J Program will be canceled. If you are transferring to UF from another U.S. institution (SEVIS to SEVIS transfer), you must complete your check-in process **immediately following the transfer release date**. Upon arrival and successful check-in, you will be issued a revised UF-issued Form DS-2019.

During your stay in the U.S., you are responsible for complying with all University, immigration, and Exchange Visitor Program regulations and procedures. ***All J Program participants bear a continuing responsibility throughout their program to maintain legal non-immigrant status****.* This invitation is contingent upon a successful clearance by the UF Research Integrity, Security and Compliance office (RISC) and your eligibility to legally participate in these activities under all applicable immigration laws and regulations, including the Immigration Reform and Control Act of 1986. You will be required to provide the necessary documents to establish your identity and prove your valid J-1 visa status to engage in the activities offered by UF.

We look forward to your time at UF. We hope that your visit to The United States will fulfill the intent of the J Exchange Visitor Program - to promote mutual understanding between the United States and other countries through educational and cultural exchange.

Sincerely,

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

(UF Supervising Faculty Member Signature) (Department Chair, Center Director,

or Asst. Dean Signature)

I understand and accept the conditions of this appointment as outlined above.

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

Exchange Visitor’s Name and Signature Date