**Highlighted areas should be amended accordingly (use, amend or omit as needed)**

Date

Name of Exchange Visitor

Title

University Department/Name (Or Center)

City, Postal Code

COUNTRY

Greetings (Exchange Visitor Name):

I am pleased to extend an invitation to you to join me in the Department/Center (X) at the University of Florida (UF). Your activities during your program time will include (brief description of activities) which will require you to work closely with (faculty member/s) on research related to (brief description) (**AND/OR if applicable)** teaching (type/name of courses). Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff, students and other UF Exchange Visitors. Your UF program is requested to begin on (proposed start date) and is expected to conclude on (proposed end date). In the event that your arrival is delayed or must be postponed, please inform us as well as your Fulbright sponsor so the situation can be appropriately addressed and updates be made as needed.

During your program time we will be able to provide you with office space, lab facilities, clerical support as well as computer and internet access. We will not provide you with any form of salary or compensation nor can we pay any of your related expenses. We understand that you will be supported and sponsored by Fulbright (**specific Fulbright organization can be mentioned here if known, such as LASPAU, IIE**). Our department/center will make arrangements for your transportation from the airport upon your arrival. We will also assist with identifying options for temporary housing, and will forward this information to you in the coming weeks.

You will be required to provide and maintain health and emergency evacuation insurance as mandated by the U.S. Department of State. It is our understanding your Fulbright sponsor will provide you with acceptable health insurance coverage. Additionally, you will be responsible for all fees and expenses related to your visa and stay here. The University of Florida does not charge any additional fees for our Fulbright sponsored visitors.

If you are starting a new J-1 program, you will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019) from your Fulbright sponsor, which will allow you to apply for a J-1 visa and participate in the Exchange Visitor Program.

Once you arrive to UF, please complete the check-in process with the UF International Center. Your UF International Center contact is Luis Johnson, Director of Exchange Visitor Services, 352-273-1514, LFjohnson@ufic.ufl.edu.

During your stay in the U.S. you are responsible for adhering to all University, immigration and Exchange Visitor Program regulations and procedures. *All J program participants bear a continuing responsibility throughout their program period to maintain their legal non-immigrant status.* This offer and your prescribed engagement is contingent upon your eligibility to conduct the proposed activities under the provisions of all applicable immigration laws and regulations including the Immigration Reform and Control Act of 1986, as amended, and providing the necessary documents to establish your identity and legal Exchange Visitor status. All exchange visitors bear a continuing responsibility throughout their program to maintain their eligibility.

We look forward to your time here at the University of Florida. We hope that your visit to the United States will fulfill the intent of the J Exchange Visitor Program - to promote mutual understanding between people of the United States and other countries by means of educational and cultural exchange.

Sincerely,

(UF Supervising Faculty Member/Department Chair/Dean)