SAMPLE: J-1 VISITING SCHOLAR INVITATION LETTER

(Print on official department letterhead)

[Date]

[Name of visiting scholar]

[Address of visiting scholar]

Dear [Name of visiting scholar]:

On behalf of the [inviting department], I would like to invite you to George Mason University (GMU) as a visiting [choose one: professor / research scholar / short-term scholar] from [month, day, year] to [month, day, year]. [Name and title] will be your faculty host during your time at GMU and will work with you as you engage in the following activities: [Describe the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable). You [will / will not] receive any [stipend / salary] from GMU.

You will be responsible for finding your own housing accommodations and providing your own room and board. [If you are able to offer assistance in these areas, please specify the services you will provide; if a meal plan is included in the offer, indicate a U.S. dollar value].

During your time at GMU, the following support and resources will be made available to you: [Describe what will/will not be made available; example: You will be allowed to audit (without pay) \_\_\_\_\_classes per semester (without credit or certificate). You will (will not) be provided with a shared office, phone, computer and all the facilities granted to faculty members including invitations to our department meetings and seminars.]

We look forward to welcoming you to GMU! I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus.

Please feel free to contact me should you require any additional assistance.

Sincerely,

[Signature of Department Chair]

[Name, Title]

[Department]