

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 be a Research Scholar/Short-Term Scholar/Professor in the Department/Center (X) at the University of Florida (UF). During your stay, you will be compensated for your services 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 insurance, you will be required to provide at least one month of appropriate external health insurance while waiting on your UF insurance benefits to begin. Insurance proof will be required during your mandatory check-in with the UF International Center's Exchange Visitor Services unit (EVS), which meets the U.S. Department of State's health insurance requirements for J visa holders.

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 J-1 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 so the information can be appropriately communicated with EVS so we may adjust your program dates accordingly.

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. 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 forward this information to you in the coming weeks.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1500 per month for the intended stay. You will also be required to purchase

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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 intend to bring dependents, requested as J-2 dependents, you will need to demonstrate you have the required financial support for your spouse (\$1000/mo) and children (\$500/mo per child) as well as provide and maintain appropriate health insurance for all requested J-2 dependents.

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), which will allow you to apply for a J-1 visa and participate in the Exchange Visitor Program. If immediate family members (spouse and/or child/children) will accompany you, you will also receive a Form DS-2019 for each one of the requested family members. EVS will provide you with the Form(s) DS-2019 and additional information regarding the Exchange Visitor Program regulations and your responsibilities.

Immediately after you arrive to UF, you are required to complete the mandatory check-in process with EVS (190 Hub). 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 cancelled. If you are transferring to UF from another U.S. institution (SEVIS to SEVIS transfer), you must check-in with EVS **immediately following the transfer release date**. Upon your arrival and successful check-in, you will be issued a revised UF transfer-in Form(s) DS-2019 from EVS.

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 employment is contingent upon your eligibility to work 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 employment eligibility to satisfactorily complete U.S. Citizenship and Immigration Services Form I-9. All employees bear a continuing responsibility throughout their employment to maintain their eligibility to work in the U.S. The University cannot pay a wage to any person not lawfully authorized to work regardless of the cause.

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)

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

Exchange Visitor's Name

Date

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