



Institute of Food and Agricultural Sciences  
Department of Microbiology and Cell Science

0700

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Post Office Box 110700  
Gainesville, FL 32611-

Voice 352-392-1906  
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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/offer letter to you to be a **Research Scholar/Short-Term Scholar** as a Post Doc in the Microbiology & Cell Science 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 appointment as a Post Doctoral Associate will be full time (1.00 FTE) with a biweekly rate of \$\_\_\_\_\_. 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. Pursuant to University Regulations, your appointment is classified as OPS (temporary employment). Be advised that UF Regulation 7.003 requires that post-doctoral associate appointments extend no further than 4 years from the appointment date. In your case, that date would be **(date 4 years plus one day from appointment)**. Your appointment may terminate sooner depending upon funding, misconduct and/or satisfactory performance, but it will not extend beyond **(date)**. Post Doctoral Associate appointments are non tenure accruing. Time spent in post doctoral appointments will not count toward continuous employment or tenure eligibility should you be subsequently appointed to a non-OPS position.

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 using personal funds or be externally supported by sources such as your home institution, employer or government agency. 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.

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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 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.

Full time University of Florida Post Doctoral Associates earn 5 hours of personal leave on a biweekly basis. Leave is accrued on a pro-rated basis equivalent to time paid in a biweekly pay period. Supervisory approval should be requested and obtained prior to using leave. In addition, you will be paid for all UF Holidays as well as four personal leave days in proportion to your FTE which shall be taken between December 26 and December 31.

You may be eligible to participate in the FICA Alternative Plan and other deferred retirement plans. Information about the FICA Alternative Plan and deferred retirement plans may be reviewed on the following HRS website:

<http://www.hr.ufl.edu/retirement/voluntary/default.asp>

If you wish to pursue outside activities/employment, or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) and obtain written approval of your supervisor before engaging in outside activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest. To download a copy of the Disclosure of Outside Activities and Financial Interests Form please refer to the website at the following link:

[http://www.generalcounsel.ufl.edu/downloads/coi\\_appendices/AppendixB2.pdf](http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf)

Based on your job classification, you may be eligible to enroll in one or more of the benefit programs offered through the state of Florida and through UF. Enrollment in benefits is not automatic and must be completed within 60 days of your date of hire. Carefully review all of the options before enrolling to ensure you have signed up for the plan you intended and to avoid duplication of enrolling in both a state and UF plan. For more information on each plan, visit

<http://www.hr.ufl.edu/benefits>.

I would also like to call your attention to the Office of Postdoctoral Affairs ([http:// postdoc.aa.ufl.edu](http://postdoc.aa.ufl.edu)) which may be a valuable resource for you during your employment at the University of Florida.

In performance of your appointment, both you and the College are subject to the Constitution and laws of the State of Florida, and the rules, regulations and policies of the Florida Board of Governors, the Board of Trustees and the University of Florida.

All new employees of the University of Florida are required to participate in the direct deposit payroll program for the deposit of their biweekly paychecks. A direct deposit form will be provided to you during your payroll sign-up appointment.

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.

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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.

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Exchange Visitor's Name