**Template 1.e: Visiting Scholar Appointment *(for post-docs and faculty issued a J-1 visa)*** (updated November 2019)

DATE Please date letter before forwarding to Faculty Services for signature.

Dr.

Address

Dear

We are pleased to extend an invitation to you to be a Visiting Scholar in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont. This invitation has been approved by the College of \_\_\_\_\_\_\_\_\_\_\_\_\_ and the University Provost and is valid for the period \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_. In the event that your arrival must be postponed or is delayed due to the required J-1 visa application process, please inform us so we may adjust your program dates appropriately.

In support of your visit to the University of Vermont, we will be able to provide you with (include those that apply: office space, secretarial support, computer and internet access, other). In addition you will receive a UVM identification card that entitles you to use the library and athletic facilities.

To satisfy immigration and program requirements for a J-1 Visa, you are required to maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. Include only if applicable: You will be eligible to enroll in the University’s medical insurance plan at no cost to you. The [*choose one:* department or Dean’s Office] will cover the cost of University medical insurance for you during your stay.

We understand that you will be *using* (describe financial support – e.g., personal funds, support from your host university, other) during your stay here.

During your visit at the University, it is anticipated that you will be engaged in (please describe the type of consultation, teaching or research that will be performed by the Visiting Scholar).

You will be issued a Form DS-2019 which will allow you to apply for a J-1 Visa through the Exchange Visitor Program. The Office of International Education will provide you with the DS-2019 form and additional information regarding the Exchange Visitor Program regulations and your responsibilities as a J-1 Visa holder.

In addition to the terms and conditions outlined in this letter you will be responsible for adhering to all departmental, College and university policies as well as immigration and exchange visitor program regulations and procedures during your stay.

The University of Vermont is an educationally purposeful community seeking to prepare students to be accountable leaders in a diverse and changing world. Members of the University of Vermont community embrace and advance the values of Our Common Ground (<https://www.uvm.edu/president/our-common-ground>).

We look forward to your time here at the University of Vermont. I believe our program will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_ Provost and Senior Vice President