**Template: Invitation Letter for J-1 exchange visitors**

[UH letterhead]

Date

Exchange visitor’s name & address

Dear exchange visitor:

We are pleased to invite you to the University of Hawaiʻi (UH) as a J-1 Exchange Visitor Program participant. You will be appointed as a/an UH position title(e.g., Visiting Colleague, Postdoctoral Fellow, etc.) in the exchange visitor category of professor / research scholar / short-term scholar / specialist / non-degree student (see [www.manoa.hawaii.edu/fsis/j1/sponsor/categories](http://www.manoa.hawaii.edu/fsis/j1/sponsor/categories)) from mm/dd/yyyy to mm/dd/yyyy in the department/unit of the college/school at the campus. This invitation is subject to you satisfying all the requirements of the J-1 Exchange Visitor Program sponsored by the University of Hawaiʻi, as well as applicable federal regulations. You can review the Exchange Visitor Program requirements at [www.manoa.hawaii.edu/fsis/j1/compliance/](http://www.manoa.hawaii.edu/fsis/j1/compliance/).

Your UH program objective(s) is/are state program objective(s) and your activities will include describe the activities to be conducted towards the program objectives in detail using language that a non-expert would understand.\*\* Your program activities will take place at address of location or worksite and any additional site(s) of activity.

Description of funding amount and source(s) for the full requested period – i.e., UH salary or stipend, home country’s government funding, external organization’s support, personal funds, etc.

Stipend and reimbursement payments from the University of Hawaiʻi are subject to federal and state income tax. The federal tax withholding rate is dependent on the individual’s country tax treaty agreements with the U.S. and can be up to 30%. UH will determine and withhold the applicable percentage of your payment for federal tax purposes. If you have questions or concerns regarding federal tax withholdings, please consult a tax advisor.

The broad purpose of the J-1 Exchange Visitor Program is to promote international and cultural exchange, in order to develop mutual understanding between the people of the United States and other countries.  In-person participation is a key part of the exchange program and travel outside of Hawaiʻi during the program should be limited to 30 days or less. All Exchange Visitors are expected to conduct their exchange program activities at full-time capacity and make progress towards finishing their program objectives and upon completion of their program return to their home country in order to share their exchange experiences.

Additionally, many participants in the J-1 Program are subject to a requirement that they return home for a minimum of two years upon completion of their program. The terms of this requirement are specified at [www.manoa.hawaii.edu/fsis/j1/end/#212e](http://www.manoa.hawaii.edu/fsis/j1/end/#212e). If you have questions about the requirements and whether or not they apply to you, please raise them with the Consular Office when you apply for your visa.

The U.S. Department of State requires UH to ensure that your English proficiency is sufficient enough for you to successfully participate in the program activities and to function in the community on a day-to-day basis. UH must obtain proof of adequate English proficiency before we can issue you a Form DS-2019. We will contact you shortly for the required documentation.

As a J-1 exchange visitor, you will be required to obtain and maintain adequate health insurance coverage for yourself and any J-2 family members who accompany you. Please carefully review the health insurance requirements at [www.manoa.hawaii.edu/fsis/j1/compliance#health](http://www.manoa.hawaii.edu/fsis/j1/compliance#health). Failure to maintain insurance coverage will result in the termination of your J-1 program participation.

As your sponsor, it is our responsibility to ensure that all J-1 exchange visitors comply with all U.S. export laws and regulations. This includes but is not limited to, allowing the UH Office of Export Controls to assist in evaluating whether or not a U.S. government export license is required during your J-1 program activities.

UH as a State of Hawaiʻi government entity has rules, policies, procedures, and guidelines (collectively the “UH Policies”) that it must abide by. As a UH-sponsored program participant, you will be required to comply with UH policies, including but not limited to EP 1.204 Sex and Gender-Based Misconduct and EP 9.210 Workplace Violence. Failure to comply with UH policies may result in a shortening or termination of your program.

\*Optional statements that may be included in the letter:

* Possibility of renewal is subject to certain considerations (e.g., funding, performance, etc.).
* Brief explanation of benefits and/or campus privileges, if any.
* Any other statements required by the college/school/unit/department’s internal policies.

If you are in agreement, please sign below acknowledging the terms of this letter. We look forward to your participation in our program.

Sincerely,

| [Name of Faculty Sponsor/PI]  [Title] | [Name of Dean, Director or E/M]  [Title] |
| --- | --- |

I accept and acknowledge the terms outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Exchange Visitor] Date

\*\*The description of the program objectives needs to answer the following:

* Why are they participating in the program? What is the desired outcome of the program?
  + To prepare a research paper on (research subject) to be published/presented…
  + To gain experience that will help further your career in (specialized field)
  + Your expertise in (specialized field) will be a great contribution to the (college/dept/research project)
* What are the activities they will do to accomplish their objective?
  + What are the research/experiments to be performed?
  + Field work to be conducted? Where and how often?
  + Data to be collected and analyzed?
  + Meetings and discussions with UH faculty sponsor and/or other UH faculty?
* How does UH benefit from the exchange visitor’s participation?
  + UH will receive credit or will be mentioned/referenced in the research paper.
  + The exchange of information will create a relationship for future collaboration.