*TEMPLATE FOR INVITATION LETTER FOR PROSPECTIVE J-1 SCHOLARS*

*MUST BE PRINTED ON DEPARTMENTAL LETTERHEAD*

[DATE]

[PROSPECTIVE SCHOLAR’S NAME]

[PROSPECTIVE SCHOLAR’S ADDRESS]

Dear [PROSPECTIVE SCHOLAR’S NAME]:

We are pleased to invite you to Pace University as a J-1 [PROFESSOR or RESEARCH SCHOLAR or SHORT-TERM SCHOLAR] from [PROGRAM START DATE IN MONTH, DAY, YEAR] to [PROGRAM END DATE IN MONTH, DAY, YEAR]. [NAME OF FACULTY ADVISOR] of the [PACE DEPARTMENT] on the [NEW YORK CITY or WESTCHESTER] campus has already approved your research plan and will serve as your academic advisor during your time at Pace University where you will be conducting research in connection with your [CURRENT TEACHING or CURRENT PHD DISSERTATION WORK, etc.] on [DESCRIPTION OF RESEARCH TOPIC AND PROPOSED SCHOLARLY ACTIVITIES]. While you conduct your research, you will be provided with [LIST PROVIDED RESOURCES/FACILITIES HERE, e.g. library access, office space, laboratory access, etc.].

English assessment by International Students and Scholars at Pace University determines that your English proficiency is adequate for conducting research, extracurricular, and daily activities in the United States.

Pace University does not charge its visiting research scholars any tuition or fees [or IF YOUR DEPARTMENT CHARGES AN INSTITUTIONAL FEE, DESCRIBE HERE], nor can it pay any stipend or otherwise provide financial support. Your international travel, medical insurance, and living expenses will be covered in full by your funding from [DESCRIBE: PERSONAL FUNDS and/or HOME COUNTRY’S GOVERNMENT and/or OTHER SPONSORSHIP]. You are responsible for all necessary forms and applications. Furthermore, you are responsible for all the expenses you may incur during your time at Pace University, including for travel, housing, room and board, and general living expenses. You are also required to submit to Pace University a financial certificate (bank letter, government sponsorship letter, etc.) stating that you are guaranteed financial support.

Information regarding administrative processes, visa applications, etc. can be obtained from Ms. Jill Stephenson, Assistant Director, International Students and Scholars at Pace University (jstephenson@pace.edu).

We look forward to welcoming you at Pace University.

Sincerely,

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[NAME OF CHAIRPERSON] [NAME OF DEAN] [NAME OF FACULTY ADVISOR]

Chair of [DEPARTMENT NAME] Dean of [SCHOOL] [FACULTY ADVISOR TITLE]