

SAMPLE INVITATION LETTER FOR J-1 STUDENT INTERNS

(original signed letter must be on university stationary)

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

It is my pleasure to invite you to join the (Department) at the State University of New York at Stony Brook as a non-matriculated (graduate/undergraduate) J-1 Exchange Visitor, Student Intern. This invitation is effective for the period of [Start Date of Program] to [End Date of Program].

J-1 Student Intern Program Requirements

In order to participate in the J-1 Exchange Visitor Program as a Student Intern, you will have to meet certain requirements of the U.S. Department of State. These include: 1) being enrolled and in good academic standing at your academic institution in your home country, and 2) returning to and obtaining a degree from your home institution after completing the internship program. In addition, the internship program must fulfill the educational objectives for your current degree program at your home institution.

To confirm that these requirements are met, we request a letter from your home institution confirming that you are in good academic standing and that the internship will fulfill the educational objectives for your current degree program.

You are hereby offered admission to a non-matriculated program at the [graduate or undergraduate] level for [academic term(s) corresponding to internship dates above] for the purpose of participating in Stony Brook's J-1 Student Intern program. This offer is considered provisional until [the Graduate School or International Academic Programs and Services] has received all required documents, including official transcripts. You will be required to register for one credit of [Dept Code and Course #] each term.

Funding

[SBU Funding Option]

Stony Brook University shall provide a stipend of \$[Dollar Amount] per [Month/Year]. Stony Brook University will also provide you with [office]/[lab] space (which may be shared), the use of a computer and access to library facilities.

[Non-SBU Funding Option]

It is our understanding that you will provide your own funding to cover all the expenses of your stay at Stony Brook University. Stony Brook University will provide you with [office]/[lab] space (which may be shared), the use of a computer and library facilities.

Housing

Unless your academic department makes arrangements for you, it is your responsibility to find housing for yourself (and your family, if applicable) for the duration of your stay at the University. Off-campus housing resources can be found at <http://och.stonybrook.edu/>

Health Insurance

Both the U.S. Department of State (DOS) and State University of New York (SUNY) require J-1 Exchange Visitors to have medical insurance coverage during their stay in the U.S. as J-1 Exchange Visitors. The DOS also requires that J-2 dependents have medical insurance that meets DOS regulatory requirements. All J-1 Student Interns are required to purchase the mandatory International Student and Scholar Health Insurance (ISSHI) policy through the University. The ISSHI policy cost is automatically billed to J-1 Student Interns as a required fee. Coverage is effective upon you date of arrival in the US. All J-2 dependent spouses and children must also have the ISSHI insurance plan. No waivers are available. Further information about the insurance is available at <http://studentaffairs.stonybrook.edu/shs/intl.shtml>.

Further information regarding the J-1 Exchange Visitor Program is available at:
<http://exchanges.state.gov/jexchanges/>.

We are delighted that you will come to our University as a J-1 Student Intern and look forward to meeting you.

Sincerely,

[Faculty Member's Name]
[Faculty Member's Title]

[Department Chair/Dean's Name]
[Department Chair/Dean's Title]

I accept Stony Brook's offer of admission to for the purpose of participating in a J-1 Student Intern program.

Student Intern's Signature: _____ **Date:** _____
(mm/dd/yyyy)