

*****print on department letter head*****

[Date]

[Name of visiting scholar]

[Street Address]

[City, State/province, Postal Code]

[Country]

Dear [Name of visiting scholar],

On behalf of [Hosting department], I would like to formally invite you to Northern Michigan University as a visiting scholar. This invitation is effective for the period of [start date of program] to [end date of program].

[Faculty name and title] will be your faculty mentor during your time at Northern Michigan University and will work with you as you engage in the following activities at NMU:

[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught, as applicable.]

During your time at NMU, the following support and resources will be made available to you:

[Describe in detail what will/will not be made available, e.g.]

Northern Michigan University will not be providing any funding for your visit. It is NMU's expectation that you will be fully funded with resources from personal grants, funds, or other sources, and will need to provide proof of funding for the duration of your intended stay.

Please refer to the link below for information on the mandatory health insurance requirement for J-1 Exchange Visitors. Failure to maintain the required insurance will result in termination of your J-1 visa.

nmu.edu/internationalprograms/international-student-insurance-requirements.

We look forward to welcoming you to Northern Michigan University. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus.

If the conditions are clear and you accept this offer, please sign below and return as soon as possible by email. This offer is contingent upon your ability to obtain the appropriate visa.

Sincerely,

[Faculty Mentor]

[Department and Contact Information]

Scholar