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| Primary Unit Name  Subunit name (ie: Department of”)  University of Iowa XXX Street name Iowa City, Iowa 52242-0000 319-XXX-XXXX [uiowa.edu](http://uiowa.edu/) |

[DATE]

[FULL NAME OF VISITING SCHOLAR ON PASSPORT]

[FULL ADDRESS OF VISITING SCHOLAR IN HOME COUNTRY]

Dear [FIRST NAME LAST NAME],

On behalf of the University of Iowa, I am delighted to extend an invitation for you to visit our campus in the United States of America as a J-1 visiting scholar from [DATES OF VISIT].

During your time at Iowa, your faculty host will be [INVITING DEPARTMENT FACULTY MEMBER] in the [INVITING DEPARTMENT NAME] and the purpose of your visit it to [PURPOSE OF VISIT ENTERED HERE, INCLUDING WHAT THE VISITOR WILL DO AND WHO THEY MAY WORK ALONGSIDE].

Choose 1 option below to include in the letter and remove bullet points/green highlighted text:

* Use if we are not paying them anything: We understand that your university will cover all expenses incurred from the trip.
* Use if they are covering expenses and we are providing a stipend/honorarium: We understand that your university will cover all expenses incurred from the trip. The University of Iowa will also pay you a $[DOLLAR AMOUNT] USD participation stipend, which may be subject to U.S. Federal taxes.
* Use if we are covering all costs: You will receive a $[DOLLAR AMOUNT] USD stipend, which may be subject to U.S. Federal taxes, intended to cover the cost for mandatory health insurance, fees associated with securing a visa, roundtrip flights, housing, meals, and incidentals while visiting campus.

Include if applicable (typically only for individuals with appointments through HR): Your appointment will include library privileges, University email services, an office space with a computer and internet access, and a University ID card.

UI International Programs will provide the scholar orientation upon your arrival to Iowa City, Iowa, USA.

We look forward to welcoming you to the University of Iowa. I am certain you will have a productive and rewarding experience and we will mutually benefit from this collaboration and your presence on campus.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

cc: Russ Ganim, associate provost and dean, International Programs ([russell-ganim@uiowa.edu](mailto:russell-ganim@uiowa.edu))

Michael Bortscheller, associate director, International Student & Scholar Services, International Programs  
([michael-bortscheller@uiowa.edu](mailto:michael-bortscheller@uiowa.edu))

If inviting a scholar in conjunction with an affinity group visit, a Major Projects Award, or Provost’s Global Forum award, also cc Daniel Vorwerk, event and communication project specialist, International Programs ([daniel-vorwerk@uiowa.edu](mailto:daniel-vorwerk@uiowa.edu))