

## LETTER OF INVITATION Template

(print on departmental  
letterhead)

[DATE]

[Name of visiting scholar]  
[Address]  
[City] [State or Province] [Postal or Zip Code]  
[Country]

Dear [Name of visiting scholar],

On behalf of [Name of hosting department], I formally invite you to Iowa State University as a [visiting scholar or visiting student-researcher]. This invitation is effective for the period of [Start Date] to [End date].

[Name and title/rank] will be your faculty host during your time at Iowa State and will work with you as you engage in the following activities at ISU:

[Describe in detail the individual or collaborative activities; specify the academic field of research, etc.]

### **Terms and Conditions**

The terms and conditions applicable to your visit are set forth in the Visiting Scholars Agreement form. By accepting, you agree to comply with the Visiting Scholars Policy and all other applicable laws and University policies. You also agree to (pay the administrative fee – NOTE this is not applicable to Fulbright Scholars), and you acknowledge you are/may be subject to additional requirements including, but not limited to, a background check, export control review, Conflicts of Interest and Commitment disclosure, and enrollment in SSHIP health insurance.

For international visiting scholars:

[To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$3,681 per month of intended stay. Additional fees and expenses related to your visa are your responsibility and include the SEVIS fee and visa application fee.

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. If you intend to bring dependents, they will also be issued DS-2019 forms, so long as you have demonstrated you have the required health insurance for all family members and financial support for your spouse and/or children. The Office of International Students and Scholars will provide you with the DS-2019 form(s) and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration, and exchange visitor program regulations and procedures.]

### **Support and Resources**

# Sample Invitation Letter To Attend Orientation

**JE Gale**



**Sample Invitation Letter To Attend Orientation:**

This book delves into Sample Invitation Letter To Attend Orientation. Sample Invitation Letter To Attend Orientation is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Invitation Letter To Attend Orientation, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Sample Invitation Letter To Attend Orientation
    - Chapter 2: Essential Elements of Sample Invitation Letter To Attend Orientation
    - Chapter 3: Sample Invitation Letter To Attend Orientation in Everyday Life
    - Chapter 4: Sample Invitation Letter To Attend Orientation in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Sample Invitation Letter To Attend Orientation. This chapter will explore what Sample Invitation Letter To Attend Orientation is, why Sample Invitation Letter To Attend Orientation is vital, and how to effectively learn about Sample Invitation Letter To Attend Orientation.
  3. In chapter 2, the author will delve into the foundational concepts of Sample Invitation Letter To Attend Orientation. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Invitation Letter To Attend Orientation in its entirety.
  4. In chapter 3, this book will examine the practical applications of Sample Invitation Letter To Attend Orientation in daily life. The third chapter will showcase real-world examples of how Sample Invitation Letter To Attend Orientation can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Sample Invitation Letter To Attend Orientation in specific contexts. This chapter will explore how Sample Invitation Letter To Attend Orientation is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Sample Invitation Letter To Attend Orientation. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Invitation Letter To Attend Orientation.

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