

# SAMPLE: J-1 VISITING SCHOLAR INVITATION LETTER

*(print on official department letterhead)*

[Date]

[Name of visiting scholar]  
[Address of visiting scholar]

Dear [Name of visiting scholar]:

On behalf of the [inviting department], I would like to formally invite you to Babson College as a visiting [choose one: professor / research scholar / short-term scholar] from [month, day, year] to [month, day, year].

[Name and title] will be your faculty host during your time at Babson College and will work with you as you engage in the following activities at Babson College:

**[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).**

You [will / will not] receive any [stipend / salary] from Babson or any other U.S. entity. *[If a stipend or salary is offered, the exact amount must be stated in this letter and arrangements must be made through the Office of Human resources].* You will be responsible for finding your own housing accommodations and providing your own room and board. *[If you are able to offer assistance in these areas, please specify the services you will provide; if a meal plan is included in the offer, indicate a U.S. dollar value].*

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

**[Describe in detail what will/will not be made available; example:**

**You will be allowed to audit (without pay) three to four classes per semester (without credit or certificate). You will be provided with a shared office, phone, computer and all the facilities granted to faculty members including invitations to our department meetings and seminars.]**

Jamie Kendrioski, Director of International Student & Scholar Services at the Glavin Office of International Programs will assist you with your visa application and immigration procedures. If you have questions or concerns regarding immigration matters, please contact Mr. Kendrioski directly via email: [jkendrioski@babson.edu](mailto:jkendrioski@babson.edu) or telephone: +001-781-239-4565.

We look forward to welcoming you to Babson College. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

*[Signature of Department Chair]*

[Name, Title]  
[Department]

Cc: Jamie Kendrioski, Director of International Student and Scholar Services