



Date

Name of Visitor  
Institution  
Mailing Address

On the recommendation of \_\_\_\_\_ of the \_\_\_\_\_ in \_\_\_\_\_  
Director / Chair Name School/Department College/Name

**and on behalf of the President**, I am pleased to invite you as a non-teaching/teaching, **Unpaid/Paid Visiting Research Scholar** appointment at San José State University (SJSU).

This invitation is effective for the period of \_\_\_\_\_ - \_\_\_\_\_.

**Beginning Date through ending Date**

The invitation expires at the end of the period stated and does not establish any obligation for subsequent extension. The University reserves the right to cancel this appointment. Please note that your salary will be XXXX (OR no salary, stipend or any other remuneration is included with this invitation).

You are responsible for providing your own funding to cover all of the expenses of your stay while in the United States including but not limited to transportation, housing, meal expenses, health insurance, books, research, or any other expenses for yourself and your accompanying dependents, if any. You are also responsible for your own travel arrangements between your home country and the United States, as well as obtaining the appropriate visa for yourself and your accompanying dependents, if any during your stay.

Your host faculty in the department at San José State University is \_\_\_\_\_.

**Professor First Last**

You will be provided with an office space and your office number is \_\_\_\_\_. You will be integrated into the department, by attending meetings and collaborating with colleagues. Please contact \_\_\_\_\_ at [email@sjsu.edu](mailto:email@sjsu.edu) for further details.

You may contact the International Student and Scholar Services (ISSS) at SJSU via email at [international-office@sjsu.edu](mailto:international-office@sjsu.edu) or via phone at (408) 924-5920 regarding your J-1 status and DS-2019.

Should there be any questions regarding these terms, please discuss the matter with your host faculty and the department chairperson or school director before indicating your acceptance. **If the terms are satisfactory, please sign and return one copy of this letter to the Dean's Office within ten (10) days. You may retain the second copy of your files.**

We are delighted that you are coming to San José State University as a Visiting Research Scholar and hope you enjoy your stay.

Sincerely,

**I hereby accept the conditions of my appointment as stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: Dean  
Department Chair/School Director  
Faculty Host