

LETTER OF INVITATION REQUIREMENTS

The following set of guidelines includes the mandatory components of your letter of invitation to the Fulbright Visiting Scholar.

✓ Letters should be on the inviting institution's official letterhead and written in English

✓ The letter should indicate the Fulbright Visiting Scholar's name, country of origin, and primary host institution where they are conducting their research

✓ Each letter must include the dates of the start and end of research stay (following format mm/dd/yyyy)

✓ Each letter should briefly describe the aim and focus of the collaboration and research with/at the host institution, where Supervisors at host institutions must confirm there will be an in-person and on-going component to this engagement. For example,

"I will supervise the work developed by XXXXXXX, using the available resources at my lab, which will facilitate the development of the proposed project. During your stay at XXXXX, we will provide you with office space, full access to the libraries and laboratories, and access to other facilities on campus as needed. We will be meeting regularly and with other members of my research group to monitor the progress of your work. "

✓ Please outline how your institution would benefit from the Visiting Scholar's visit; please reference any curriculum, research, or community impact you would foresee because of participation

✓ The letter must outline any financial or in-kind arrangements that may affect the Visiting Scholar, such as mandatory university fees that might be charged to researchers or a requirement to take a particular medical coverage. For example,

"During your stay, visiting student researchers are charged a VSR fee of \$XXXX/month and a Campus Health Services Fee of \$XXXX. "

✓ Your letter of invitation should be dated no more than six-months before the start date at host institution in US.