**Exchange Visitor Name**

**Exchange Visitor Address**

**Date**

Dear **Exchange Visitor Name**,

The University of Connecticut would like to invite you to be a **visiting scholar/visiting research student/student intern** with the **Department/Institute Name** from **Month Day, Year** to **Month Day, Year**. During your stay at UConn you will hosted **by FACULTY HOST NAME**, who will **oversee your work/collaborate with you** on your research related to **DESCRIBE RESEARCH**. **Describe any other anticipated activities.** While at UConn, you will have access to a workspace, library facilities and University email. We anticipate providing you with **financial support in the amount of $USD**/**housing-travel-meal support valued at $USD**/**the University does not anticipate providing any financial support for this visit**.

This invitation will be contingent upon the successful approval of all necessary University payroll authorizations, background checks and export control verifications for gratis and paid appointments at UConn. An official appointment letter will be issued to you upon approval.

Visiting scholars at UConn are responsible for securing their own housing, travel arrangements and medical insurance. If you are a foreign national requiring a visa, we will work with the International Student and Scholar Services office to obtain necessary visa paperwork after official University approval of your appointment. Please visit the International Student and Scholar Services website at isss.uconn.edu for more information on the J-1 Exchange Visitor visa and resources for visiting scholars at UConn. We look forward to working with you soon.

 Best Regards,

 **Department Head Name and Title**