**Standard sample invitation letter for *Student Interns,* who are**

**KSU-employed (receiving wages from KSU).**

**Please remove bold, red and italic font in final version.**

**PLACE ON OFFICIAL KENNESAW STATE UNIVERSITY LETTERHEAD**

Please note: This letter serves as a formalization of a proposed visitor exchange program to the Exchange Visitor’s Dean (or supervisor).

This letter must be printed on department letterhead, signed by the college dean/department chair, and forwarded to the indicated individual for their signature as well. Letters not signed by a Dean or Department Chair will not be processed. All letters must be forwarded to Michele Miller [mmiller@kennesaw.edu](mailto:mmiller@kennesaw.edu) in order to begin the J-1 visa sponsorship process.

**[Date]**

**[Addressed to Student Intern]**

Dear **[Name of Student]:**

The College of **[College Name]** at Kennesaw State University is delighted to host you as an Exchange Visitor Student Intern in the Department of [**Department Name]** for a period beginning [**begin date]** and ending **[end date].** Under [**Dr. Faculty Host Name’s]** guidance you will pursue **[brief description of the J Program research or project]**. Your primary site of activity will be in **[Dr. Last Name’s) (lab or office) (room number and building)]** on the KSU **[Marietta or Kennesaw]** campus. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff, and students.

**HOST COULD ADD TEXT HERE THAT FURTHER DEFINES THE SCOPE OF THIS RELATIONSHIP SUCH AS: We will provide space, supplies and equipment limited to the following (describe space). Your project will include the following (briefly describe the project).**

Your compensation for the period listed above will **be [COMPENSATION].**

Please be aware that for the duration of your J-1 Program, you will not be considered a student of KSU. You will not be enrolled, receive academic credit, a diploma, a certificate, a degree or other credentials for your activities here. No patient care or contact is permitted with this program or any program activities.

This invitation is contingent upon your being legally eligible for and obtaining a J-1 visa prior to the proposed start date. Should you agree to the exchange, Kennesaw State University will initiate the J-1 sponsorship process on your behalf, but there is no guarantee that a visa will be granted by our government.

You are advised to bring money with you for your immediate expenses when you arrive in the U.S. Expenses will include temporary or permanent housing, food, transportation, utility deposits and other miscellaneous expenses.

This letter does not constitute a contract, so does not guarantee any specified time in this endeavor or a specified time in the U.S. While I anticipate a great collaboration, it is at my discretion to end this activity and withdraw my J-1 sponsorship if it is deemed in the best interest of my research or academic program. If that should occur, we will end your J-1 Program participation and you might be required to return to your home country immediately. Results of our research will be treated as confidential and not shared with third parties unless agreed on. Third parties are persons or institutions other than those employed by or affiliated with Kennesaw State University. Information related to intellectual property will also be treated as confidential and is subject to legal regulations effective for Kennesaw State University.

For further information regarding the details of this program, please contact Dr. Xxx at 470-578-XXXX or by email at XXXXX@kennesaw.edu.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Faculty Host

As an Exchange Visitor at Kennesaw State University, I agree to follow all Kennesaw State University policies and procedures. I understand that in the event of a violation of Kennesaw State University policies, I may be disciplined up to and including removal from the campus. Certain rights do not apply to me as an Exchange Visitor, including but not limited to, grievance procedures and certain rights of appeal. I further understand that this is not a contract and does not guarantee me a specified time in this department or a specified time in the U.S., and that continuation of my J-1 Program and activities in this department are solely at Kennesaw State University’s discretion.

Please sign below to acknowledge your acceptance of the above-stated conditions.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Return by attaching as a scan and email to **[XXXXXXX]** by **[DATEXXXX.]**