

Dear X:

On behalf of [*unit name*], I would like to extend you an invitation to be a [*visiting professor, visiting researcher, visiting scholar, etc.*] at Arizona State University (ASU) with the expected dates of [*start date*] to [*end date*] [**NOTE**: provide minimum two months’ lead time]. Your duties will include [*indicate teaching and/or research activities*]. Your program supervisor will be [*name of supervisor*].

[FUNDING OPTION 1] Your salary [*or stipend*] will be [*$XXXX per month or year*] and will be paid in bi-weekly installments of [*$XXXX*]. Note that this amount may be subject to deductions for taxes and benefits and may not represent actual take-home pay.

[FUNDING OPTION 2] We acknowledge that you will receive no monetary remuneration from ASU, and that you are solely responsible for your financial support throughout your sponsored program.

[FUNDING OPTION 3: a combination of funding from the options above]

Aside from the institutional affiliation with ASU, we will provide you with [*computer access, library privileges, office space, etc. If office space and computer resources will be shared, indicate so*]. You will be responsible for your own housing and living arrangements (see <http://www.asu.edu/studentaffairs/reslife/occss/> for guidance). [**NOTE**: some departments choose to provide or arrange for housing]

U.S. regulations require J-1 Exchange Visitors and their J-2 dependents to carry health insurance for the duration of their exchange program. [*insert relevant language per section “d” above*].

We look forward to your arrival and work with us in [*unit*]. Please let me know if you have any questions.

Sincerely,

[name and signature of host faculty member]