

MEDICAL CAMPUS
TEMPLATE FOR OFFER/INTENT LETTER TO INTERNATIONAL
SCHOLARS SEEKING J-1 STATUS
(please print on departmental letterhead)

Dear [Dr./Mr./Ms]

I am pleased to offer you a full time appointment as a [visiting J-1 professor (or) J-1 research scholar, J-1 short-term scholar, etc.] in [my laboratory in] the Department of [name]. You will be required to pay the following departmental fees to the Department of [name]: [list fee descriptions and amounts here].

Your appointment to this position is subject to the University of Miami's policies and procedures that govern appointments for our [faculty (or) research employees]. Included in these policies is the requirement that your credentials are authentic and appropriate to the position. We encourage you to read and understand these policies and procedures since they define your rights and responsibilities as a member of our professional staff. They are available on-line at http://www.miami.edu/index.php/hr/employee_handbooks_policies/policies_and_procedures

In the first year of your service, your estimated salary will be annualized at a rate of [amount \$]. Contingent upon reappointment in subsequent fiscal years, your compensation will be defined by Department and University policies. Continuance of your service during this year or beyond is dependent upon your performance and the availability of funding.

As a [faculty member (or) research employee (or) courtesy appointment], you will be expected to perform your duties and responsibilities in a professional and collegial manner. Please note that no patient contact is permitted by non-clinical J-1 scholars.

Upon your arrival and prior to beginning your service at the University of Miami, you must bring your original degree and an original translation of that degree to the Department administrator. Your University sponsorship is contingent upon approval of the transcript, original degree and translation by the Department and the Office of Faculty Affairs (for exchange visitors in AO-2 positions), or by the Department and the Office of Human Resources, University of Miami School of Miller Medicine (for exchange visitors in AO-6 positions).

Included with this letter is your Certificate of Eligibility for Exchange Visitor (J-1) status, commonly referred to as 'Form DS-2019, which you will use in obtaining your J-1 visa. Your University sponsorship is contingent upon your obtaining and maintaining J-1 non-immigrant status, which allows you to legally engage in your J-1 activity at the University of Miami. If you are delayed in your country beyond the entry time on your Form DS-2019, please notify us and the Department of International Student and Scholar Services.

Please respond to this offer by letter, fax or e-mail as soon as possible. Should you decide not to take this position, you must return the Form DS-2019 immediately to the Department of International Scholar Services. The Form DS-2019 is a controlled, legal document and is not transferable.

We are very pleased to offer you this opportunity and look forward to working with you [beginning DATE].

Signature of responsible faculty member

Signature of Department Chair
(If required by department/division policy)

For J-1 Scholars in the AO2 (faculty) category:

For J-1 Scholars in the AO6 (non-faculty,
researcher/scientist) category:

Signature of F. Daniel Armstrong, Ph.D.
Interim, Senior Associate Dean for Faculty Affairs

Signature of Alexandra Jorgensen
Associate Vice President for Human Resources

University of Miami Miller School of Medicine and UHealth System