February 6, 2018

Dear Personnel Analysts and ISD Users,

All Departments hosting a J-1 Exchange Visitor (Scholar) must upload a copy of the faculty host’s invitation letter to International Scholar Dossier (ISD), and provide a copy to the scholar for visa purposes. Invitation letters may be short but must contain the following core information:

- The scholar’s proposed J-1 program start and end date (or at least the start date and the expected duration of the visit); the scholar’s position in the case of formal appointments (e.g. postdoc; specialist, project scientist)
- A detailed description (1 paragraph) of the research and/or teaching activities the scholar will engage in at UCSB
- A description of the scholar’s funding situation (please list sources and amounts in US Dollars for UCSB funding, external funding, and/or personal funds used to support the visit)

For clarity, we suggest addressing each of these issues in a separate paragraph. The invitation letter should be signed by the faculty host. Below are examples of efficient invitation letters for J-1 scholars with and without academic appointments. Please remember that complete requests for the DS-2019 should be submitted in ISD between 3 and 6 months before the scholar's program start date. J-1 Scholar Advisors can be contacted at j1scholar@sa.ucsb.edu

Thank you,

J-1 Scholar Team