*[Department letterhead]*

Date:

Dear Dr. [**name of scholar**],

In my capacity as [**your title**] at Missouri State University (MSU) in Springfield, I would like to extend to you an invitation to be a visiting [**professor/research scholar/short-term scholar**] in the [**MSU academic unit**] for the period of [**estimated start date**] to [**estimated end date**].

While at MSU, you will be conducting collaborative research on [**topic of research**] with me [and **name of co-researcher** [if applicable]]. In addition, the MSU International Leadership and Training Center—housed in International Programs—will provide opportunities for you to share your experiences and learn about U.S. culture through special programming.

The university, college or department will not be paying you a salary. However, we will be happy to provide you with [e.g., **a stipend in the amount of $/adequate workspace/access to computers/laboratory access/technical support/administrative support/other as applicable**]. In this regard, it is my understanding that you will cover your expenses while at MSU with your personal funds in the amount of $[**amount of funds**].

Finally, as a participant in the J-1 Exchange Visitor Program, you will be expected to comply with the U.S. Department of State’s accident and sickness insurance requirements throughout your stay. You may choose your own insurance provider or elect to enroll in the MSU health insurance program. Information regarding insurance is included in the Program Agreement document.

Sincerely,

**[Hosting supervisor signature required]**

**[Department chair signature required]**