# Horizontal LogoInternational Programs

# International Scholar & Faculty Services

Oregon State University, University Plaza - Suite 190, 1600 SW Western Blvd, Corvallis, Oregon 97333

**T** 541-737-3006 | **F** 541-737-6482 | http://oregonstate.edu/international/atosu

### J-1 DEPARTMENTAL LETTER INFORMATION

The purpose of the **J-1 Exchange Program** is to provide exchange visitors with "opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries." CFR § 62.1 (b)

As the J-1 Exchange Program is sponsored by the Department of State ([DOS](http://oregonstate.edu/international/glossary/term/15)) for the purpose of cultural and professional exchange, it may not be used for the sole purpose of employment, however employment that is directly related to the exchange visitor’s program objective is allowed by DOS.

#### **The J-1 Departmental Letter is**

* strictly for immigrationand **does not serve as a letter of offer nor a contract for employment**
* a the document that demonstrates the importance of the exchange visitor for the particular position, including a description of the exchange visitor’s qualifications, dates of the appointment, job title, salary, and description of job duties

**Note**: The Office of Human Resources verifies that the official letter of offer, which is a contractual offer of employment, includes contingency language for all international employees stating that the offer of employment is dependent upon the international employee receiving work authorization from USCIS.

#### **Dates of Intended Employment**

* should reflect the length of funding for the position and the amount of time that the employee is expected to fill the position
* should match the dates requested on the J-1 Application
* **do not have to match the dates of the employee’s OSU contract and are not limited to the current fiscal year**

#### **Signatures**

* The department secures signatures of the sponsoring professor and department chair

**Sample Letter**

# Department Letterhead

Date

To Whom It May Concern:

The Department of [Department Name] is eager to acquire J-1 status for Dr./Ms./Mr. [Employee’s Full Name] as [Position Title] from [Begin Date] to [End Date]. As part of his/her research exchange at OSU, Dr./Ms./Mr. [Employee’s Full Name] will receive a salary of $[Salary] per Academic Year/Year/Month. He/she will be responsible for [teaching graduate and undergraduate courses in XXX / to do research in the field of XXXX].

Create a paragraph that provides a description of work to be performed, including specific job duties, the level of responsibility and the minimum education and training necessary.

Dr./Ms./Mr. [Employee’s Last Name] is highly qualified for this position. He/she received a [degree] in [Field] from [University] in [Month/Year]. His/Her areas of specialization, [Area of Specialization] and [Area of Specialization]; and his/her outstanding evaluations indicate that he/she will be a first-rate [Position Title] and a valuable asset to our department. After his/her J-1 program is over, Dr./Ms./Mr. [Employee’s Last Name] intends to return to [home country] and share his/her skills and expertise gained at OSU.

We would appreciate your assistance in facilitating this J-1 request so that our students and faculty members can benefit from the knowledge and skills of Dr./Ms./Mr. [Employee’s Last Name].

Sincerely,

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

Sponsoring Professor

NAME

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

Department Chair

NAME