SAMPLE J-1 SCHOLAR SPONSORSHIP LETTER
This letter must be on original department letter head.

Date

[Scholar Name]
[Scholar Address]

Dear [Scholar Name],

I am pleased to offer you an appointment as a (job title) in the field of (list field of work) at Georgia State University's (Department) to start on (start date) until (end date). Your continued employment is contingent on satisfactory performance and availability of funds.

(Briefly describe source of funding and/or state whether the position will be salaried or non-salaried)

(Briefly describe the research topic(s) or project(s) that the J-1 scholar will conduct or participate in)

(If EXTENSION, briefly explain the ongoing projects and reasons that require extended stay)

(Briefly describe the J-1 scholar’s English competency and ability to adequately communicate)

The (Department) will provide (describe work space, facilities, resources, etc.) during your stay at Georgia State University.

Please understand that your employment at Georgia State University is at-will and neither this letter nor any other oral or written representations may be considered a contract for a specific period of employment.

Sincerely,

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Department Head or Hiring Authority