

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,

Department Head or Hiring Authority