**J-1 LETTER TEMPLATE**

*(Date)*

*(Researcher’s Name*

*Address 1*

*Address 2*

*City, Country ZIP)*

Dear *(Researcher’s Name):*

On behalf of (*insert specific department/hall/division name*) at the Thomas Jefferson National Accelerator Facility (Jefferson Lab), I am pleased to invite you to be a visiting researcher for a period of *(insert length of time*) starting from *(mm-dd-yyyy to mm-dd-yyyy*).

During this period you will be (*describe program activities*) with (*name of host and contact information*) as your official host.

(*JSA Funding Option*)

Jefferson Lab will provide (funding information)

(*Non-Funding Option*)

It is my understanding that you will provide your own funding to cover all the expenses of your stay at Jefferson Lab.

The U.S. Department of State requires all J-1 Exchange Visitors and their dependents to have medical insurance coverage, to include medical evacuation and repatriation, during their stay in the U.S.. We do not recommend purchasing health insurance in your home country to cover your stay as most international policies do not meet the U.S. Department of State insurance requirements. Please contact (*insert contact name/information*) at Jefferson Lab regarding the medical insurance coverage, if not addressed in this invitation letter.

You are required to check-in with the International Services Office (SSC Bldg. 28) upon arrival at Jefferson Laboratory to present your passport and immigration documents for validation and access to our site. **Please be sure to complete a visitor/user registration or returning visit form at** [**https://misportal.jlab.org/jlabAccess/**](https://misportal.jlab.org/jlabAccess/) **at least 7 days before arrival.**

Please do not hesitate to contact me at (*contact information*) if there are any questions.

Sincerely,