**Subject: Invitation to Participate in the J-1 Exchange Visitor Program at Texas State University**

Dear [Scholar’s Name],

On behalf of [Department/School Name] at Texas State University, I am pleased to offer you an appointment as a [J-1 Category: e.g., Research Scholar / Professor / Short-Term Scholar/Student Intern] under the U.S. Department of State’s Exchange Visitor Program.  
  
This letter confirms the details of your appointment, including your roles, responsibilities, worksite, and expectations, in compliance with federal regulations and our institutional standards.

**Appointment Details**

• Position Title: [Insert title]

• Program Objective: [Describe clearly]

• Program Start Date: [MM/DD/YYYY]

• Program End Date: [MM/DD/YYYY]

• Estimated Weekly Hours: [XX] hours per week

**Description of Duties & Responsibilities**

Your primary duties will include:

[Provide a detailed list—avoid vague language.]

You are expected to:

• [Expectation 1]

• [Expectation 2]

• [Expectation 3]

**Site(s) of Activity**

• Primary Site: **Texas State University, San Marcos – 601 University Dr, San Marcos, TX 78666**

• Additional Sites (if applicable for field work or short term visits to other campuses): [Full address for each]

• Hybrid/Remote Work Allowance: [Describe allowable remote work arrangements – Note the Department of State allows a maximum of 2 remote days each week for Exchange Visitors]

**Supervision & Reporting**

• Direct Supervisor: [Name, Title, Contact Information]

• J-1 Program Responsible Officer:

Sarah C Tunnell

International Student Support Specialist and J-1 Advisor

International Student and Scholar Services

[stunnell@txstate.edu](mailto:stunnell@txstate.edu)

(512) 408-3539

**Compensation & Funding Sources**

• Stipend/Salary: $[Amount] per [Month/Year]

• Other Funding Sources: [List each source and amount]

• In-kind Support (if any): [Housing, meals, equipment, etc.]

**Regulatory Compliance Requirements**

As a J-1 Exchange Visitor, you must:

• Maintain the program objectives described above.

• Notify your supervisor and the J-1 Program Responsible Officer of any proposed changes to your duties, site of activity, or schedule before they occur.

• Maintain required health insurance coverage for yourself and any J-2 dependents, as mandated by federal regulations.

• Comply with all U.S. immigration laws, including restrictions on unauthorized employment.

**Cultural Exchange & Engagement**

As part of the Exchange Visitor Program, you are encouraged to participate in cultural exchange activities, both on and off campus, to foster mutual understanding between the people of the United States and your home country.

**Acknowledgment & Acceptance**

Please review this letter carefully. By signing below, you acknowledge your understanding of the terms and conditions of your appointment and agree to fulfill the responsibilities and expectations described herein.

Sincerely,

[Name]

[Title]

[Department]

[Institution Name]

[Email Address]

[Phone Number]

Acknowledgment of Appointment

I, [Scholar’s Full Name], accept the appointment as described above and agree to abide by the terms of the J-1 Exchange Visitor Program.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_