EXAMPLE J-1 OFFER LETTER

Date

Scholar's name
Chemical and Biomolecular Engineering/Dept of Chemistry
600 S. Mathews Ave
University of Illinois
Urbana, Il 61801

Dear Scholar's Name;

I am pleased to offer you a position as a Title in my laboratory in the Department of Chemistry/Chemical and Biomolecular Engineering beginning Date. Your appointment will start on or about give the period of time and your monthly salary will be $XXX.

Give a short description on their job responsibilities.

Your J-1 visa requires that you obtain healthcare independent of the University. This healthcare must be in place before starting work in the laboratory. You will be asked to show proof of this healthcare during an appointment with the International office and before your Sevis record will be validated. If you have questions you may contact Ms. Julie Thomas in the SCS Human Resources Office at jathomas@illinois.edu or 217-333-7186.

I look forward to working together and doing great research with you.

Sincerely