**INVITATION LETTER TEMPLATE FOR J-1 TEMPORARY SCHOLAR EMPLOYEE – PROFESSIONAL RESEARCH ASSISTANT**

[Department letterhead]

[Date]

[Visitor name and address]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you the position of (*insert title and job code*) in my group at Florida State University.

**Appointment**

Your appointment in *(insert unit name)* will be effective on (*insert date*). You will be supported on *(insert grant name and number or indicate other sources of funding)* at an annual rate of (*insert annual amount*), to be paid in accordance with the payroll schedules of Florida State University. This funding will commence on (*insert funding begin and end date*). Your job offer requires your successful completion of the University’s onboarding process before your start date, which may include a criminal history background check as well as compliance with State and University requirements.

**Requirements**

This offer is contingent upon successful completion of any required background checks and export control processes, including screening of foreign visitors that may be required by Florida law. This offer is also contingent upon you providing the necessary documents to prove your identity and employment eligibility to satisfactorily complete Form I-9 of the U.S. Citizenship and Immigration Services, which will be completed in our *(department or unit)* at the time of employment. In addition, you will be obligated to complete the Employment Qualification Statement on Controlled Substance Conviction form as a condition of employment at Florida State University.

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees.

**J-1 Visa**

Upon successful approval of your screening, we will work with you and the Center for Global Engagement at Florida State University to obtain the immigration document (Form DS-2019) needed to apply for a J-1 visa for your visit. This invitation is contingent upon your eligibility for the J-1 visa and status as determined by the Center for Global Engagement, the U.S. State Department, and the U.S. Department of Homeland Security.

You will also need to provide documentation that your English proficiency meets the FSU requirements for a J-1 visa. See [FSU’s language proficiency policy](https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf) for visiting scholars on a J-1 visa at:

<https://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/FSU_EnglishProficiency.pdf> .

If you have questions regarding the visa process, please contact the CGE J-1 Program Manager at jscholar@fsu.edu

**Insurance Requirements and Options for J-1 Visa**

As an FSU employee appointedat a .75 full-time equivalency (FTE) or higher, you are eligible for health insurance benefits through the state program. Please note that the continuation of state health insurance benefits for those scholars appointed as OPS employees will be reviewed annually to ensure their average work hours exceed 30 hours per week. OPS scholars that do not continue to meet the hours requirement may have state health insurance benefits discontinued for the following plan year.

US government regulations mandate J-1 visa holders have medical insurance from their program beginning date to their program ending date. You will need to obtain temporary medical insurance meeting at least minimum J-1 requirements for yourself and any J-2 dependents valid for 90 days from the start date of your J-1 program. More details on insurance requirements can be found [on our website](https://cge.fsu.edu/j-1-scholars/insurance). <https://cge.fsu.edu/j-1-scholars/insurance>

Upon arriving at FSU, completing the hiring process, and obtaining a U.S. Social Security number, the temporary scholar employee will be eligible for employee health insurance that meets the accident and injury coverage portion of U.S. Department of State requirements. Employees must enroll themselves in coverage in the 60 days following their appointment start date, and the coverage begins on the first day of the month following enrollment in the chosen plan. *Enrollment in this benefit for yourself and any J-2 dependents must occur within 60 days of hire, even if your dependents will not arrive until after that date.* The standard deductible health insurance options meet the minimum requirements only for accident and injury coverage (not medical evacuation and repatriation) for J-1 visa holders.

Once enrolled in a state health insurance plan, you must also purchase separate insurance meeting the minimum requirements for medical evacuation and repatriation of remains for yourself and any J-2 dependents. This separate policy must include coverage for one year, beginning from the last date of the 90-day temporary insurance.

I am delighted at the prospect of you joining my group and I am confident that we have a great deal to offer you in terms of collegiality and intellectual community here at Florida State University.Please feel free to contact me if you have any questions or require further information.

Sincerely,

*(Insert your name, Department and Position) Date*

I accept the offer as outlined above.

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Signature Date

*(Insert their full name)*

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***[\*Note to Hiring Departments:***

For additional information on FLSA status for this position and minimum salary requirements, click [here](http://hr.fsu.edu/pdf/publications/FLSAChangesPostdoctoralScholars07_08_16.pdf).]