**Memo must be on letterhead**

**Date**

Dear **Exchange Visitor’s Name (EV),**

We would like to formally extend your program here at Kennesaw State University. Your new program dates will be **xx/xx/xx to xx/xx/xx**.

Your program objective of **XXXXXXXXXXXXX** has not yet been completed. **(Describe research or teaching activities not yet completed.** **Description of activities should be based on the language for the scholar’s visa category:**

* **Short-Term Scholar: short term scholars can be professors, research scholars, specialists, or persons with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.**
* **Research Scholar: primarily conducts research, observe, or consult in connection with a research project. The scholar may also teach or lecture.**
* **Professor: primarily teach, lecture, observe, or consult. The professor may also conduct research.)**

We will be providing you with **$XXXX** on a **monthly or annual** basis. **(If your department will be providing funding for the EV through a grant, please indicate the grant. If your department will not be providing funding for the EV, please indicate where the funds will be coming from, i.e. government, personal, or other funding sources.)** We will also make available to you **(include any resources you will be providing to the EV, such as office space, access to the library, etc.)**

Healthcare insurance continues to be a mandatory requirement for J-1 and J-2 visa holders. You must ensure the continuation of your coverage and may, if need be, consult the ISSSO regarding coverage.

**Include any other additional comments or information that you would like to provide.**

Sincerely,

Signature  
Full Name  
Title (Department Head)  
Department