**Memo must be on letterhead**

**Date**

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

The College of **XXXXX** at Kennesaw State University is interested in inviting you to be a Visiting **Research Scholar/Professor/Short Term Scholar/Specialist** in the Department of **XXXXX** beginning **xx/xx/xxxx** and ending **xx/xx/xxxx**. As proposed, your responsibilities will include **(Give specific responsibilities, including number of courses to be taught, topic or courses, topic of research, etc., not just generalities. Description of activities should be based on the language for the scholar’s 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.)**

Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff, and students.

During your stay at Kennesaw State University, we will provide you with office space, secretarial support, a computer, and access to the university’s resources, including the library’s print and electronic media. Your compensation for the period listed above will be **$XXXX** on a **monthly or annual** basis.

This invitation is contingent upon your being legally eligible for and obtaining a J-1 visa prior to the proposed start date. Should you agree to the exchange, Kennesaw State University will initiate the J-1 sponsorship process on your behalf, but there is no guarantee that a visa will be granted by our government. More information will be provided to you regarding this process soon.

This invitation is also contingent on your meeting all academic requirements for a faculty/research appointment at the university. KSU requires official transcript, degrees, and curriculum vitae (CV) as a condition for participation in our Exchange Visitor Program.

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

We look forward to welcoming you to Kennesaw State University.

Sincerely,

**Signature of Dean or Department Chair  
Full Name  
Title  
Department**