



BROWN

J-1 visa not sponsored by Brown University

Sample Letter

(To Be Placed On University Letterhead)

Date

Dear [NAME OF VISITOR]

Thank you for accepting our invitation to visit the **[department's name]** at Brown University from **[indicate dates of visit]**. Your activities will include **[indicate the activities the visitor is invited to participate in: attend workshop, participate in a conference, give a lecture, independent research, etc.]**.

We understand that you have a J-1 visa sponsored by [institution's name]. To ensure Brown University can pay you, you will need to provide the following documentation:

- Current valid passport
- Entry stamps
- DS2019
- Current valid visa
- Letter from your sponsoring institution authorizing payment

Please contact **[department contact's name]** at **[phone/email]** if you have any questions about your upcoming visit.

Sincerely,

[printed name and signature of department chair or director]