Print on Department Letterhead

Today’s Date

Name of scholar

Scholar’s address

Dear scholar’s name,

I am pleased to offer you an invitation to be a J-1 Exchange Visitor in the Department of \_\_\_\_\_ at the University of Colorado Boulder from xx/xx/xxxx to xx/xx/xxxx. During your visit here, you will collaborate with Professor xxx to (describe research or collaboration focus here in **clear, simple terms**. A layperson needs to be able to understand the description).

This offer includes a salary or stipend of $XX,XXX per month or year, for a total amount of $XX,XXX for the duration of your J-1 Exchange Visitor program. We will provide you with (office space, computer usage, access to our library system, and insurance- enter everything provided).

Before arriving at CU Boulder, please make sure to arrange insurance coverage from your arrival date into the U.S. until the date you will depart the U.S. Program participants and their dependents are required to have medical and evacuation/repatriation insurance coverage with the following minimum benefits [22 CFR 62.14]:

* Medical benefits of at least $100,000 per accident or illness
* Repatriation of remains in the amount of $25,000
* Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $50,000
* A deductible not to exceed $500 per accident or illness.

*As you are Eligible for Benefits:*

* You must [enroll in medical/health insurance](http://www.cu.edu/employee-services/how-enroll-benefits) through the University within 30 days of your CU employment start date. If you require assistance enrolling in insurance, please contact [Employee Services](http://www.cu.edu/employee-services/how-enroll-benefits) representative (benefits@cu.edu / 303-860-4200 option 3)
* You should select either the [**CU Health Plan Exclusive (HMO)**](https://www.cu.edu/employee-services/benefits-wellness/current-employee/medical-plans/exclusive) or the [**CU Health Plan Kaiser (EPO)**](https://www.cu.edu/employee-services/benefits-wellness/current-employee/medical-plans/kaiser) insurance plan. These are the only medical insurance plans that meet the minimum J-1 insurance requirements for medical insurance.
* If your CU employment start date is the first day of the month (and you will be starting this day), then your CU insurance coverage will start on the first day of the month.
* If your CU employment start date is *after* the first day of the month, then your CU insurance coverage will not start until the first day of the *next month.* You must purchase a temporary medical/health insurance policy (in compliance with the J regulations) to provide you with insurance coverage until your CU insurance start date. You should report your temporary insurance in the insurance compliance section of the J-1 Check-in Documents.
* Open Enrollment to change or renew University benefits (including health insurance) occurs at the end of April/beginning of May. You may have to re-enroll in your current benefits at this time. Benefit changes cannot be made at other times of the year unless there is a [qualifying life event](http://www.cu.edu/employee-services/benefits/life-events).
* You must purchase evacuation/repatriation insurance independently. The University insurance plans do not include this coverage. A list of insurance providers that offer evacuation/repatriation coverage are available in our [Insurance Resource Guide](http://www.colorado.edu/isss/content/j-1-insurance-resource-list-pdf).

You can find a list of insurance providers that offer medical insurance and evacuation/repatriation insurance on the ISSS website (Forms & Handouts -> J Scholar Forms -> J-1 Insurance Resource List). For more information about the J-1 program, please visit the [Department of State website.](https://travel.state.gov/content/travel/en/us-visas/study/exchange.html)

We look forward to your visit!

Sincerely,

Signature and Printed Name of Inviting Faculty Member