

Sample J-1 Scholar Continuing Participation Letter

This letter must be on department letterhead and must be signed by the supervising faculty member and by the department administrator. The letter should explain how EV's program activities will continue while EV is outside the U.S. Provide one copy to EV and a second copy to IC. (email to IC via icenter@umich.edu)

** Copy and paste this sample text into a word processor, fill in the information, then print on your letterhead paper.*

[Date]

To whom it may concern,

This letter pertains to the J-1 scholar **[scholar's name]**.

The Exchange Visitor is expected to be outside the U.S. during the period from **[from date]** to **[to date]**. During this period, the Exchange Visitor is expected to engage in the following activities, which are directly related to his/her J-1 exchange program as follows:

[specify exchange program activities]

I will personally supervise the Exchange Visitor during this period using the following methods:

[explain supervisory methods]

[select one of these 2 sentences]

The EV does not currently have a U-M HR appointment.

The EV currently has a U-M HR appointment with the title **[enter title]** and he/she will continue to receive benefits through **[fill in benefits end date]**.

I will coordinate with the DS-2019 Administrator in my department to alert the International Center in the event that the out-of-country dates change or the Exchange Visitor discontinues program participation.

Sincerely,

Supervising Faculty Signature

Name, Title, Department

Department Administrator Signature

Name, Title, Department, unickname