

Sample J-1 Scholar

Out of Country Continuing Participation Letter

For supervising faculty member to explain on letterhead how Exchange Visitor (EV)'s program activities will continue while the EV is outside the U.S. Provide one copy to EV and a second copy to the Office of Global Services (OGS).

[Date]

To whom it may concern,

This letter pertains to the J-1 Exchange Visitor **[EV's name]**.

The Exchange Visitor is expected to be outside the U.S. during the period from **[mm/dd/yyyy]** to **[mm/dd/yyyy]**. 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 Exchange Visitor does not currently have a Northeastern HR appointment.

The Exchange Visitor currently has a Northeastern HR appointment with the title **[enter title]** and s/he will continue to receive benefits through **[fill in benefits and date]**.

I will coordinate with the SEVIS Contact in my department to alert the Office of Global Services (OGS) in the event that the out-of-country dates change by more than 30 days or the Exchange Visitor discontinues program participation.

Sincerely,

[name & signature of faculty host]