

### Sample J-1 Scholar Out of Country Continuing Participation Letter

*For the supervising faculty member to explain on college letterhead how Exchange Visitor (EV)'s program activities will continue while the EV is outside the U.S. Provide one copy to the 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) **[EV's name]**.

The EV is expected to be outside the U.S. during the period from **[mm/dd/yyyy]** to **[mm/dd/yyyy]**. During this period, the EV is expected to engage in the following activities, which are directly related to their J-1 exchange program as follows:

- **[specify exchange program activities]**

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

- **[explain supervisory methods]**

The EV currently has an active Northeastern University appointment with the title **[enter title]**.

**[if benefits-eligible employee]** They will continue to receive benefits through **[fill in benefits and date]**.

I will coordinate with the HR 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 EV discontinues program participation.

Sincerely,

**[name & signature of faculty host]**