

NC STATE UNIVERSITY

Campus Box
Raleigh, NC 27695

<phone>

SAMPLE

<date>

<Name>

<Address>

Dear <name>,

I am delighted to offer you a temporary <J-1 student intern OR J-1 short-term scholar OR J-1 research scholar/professor> position at the <department/program name> at NC State University for the period of <enter start date> through <enter end date>. I have reviewed your Internship proposal and believe that you will find this a great place to pursue your project and objectives. I would be glad to supervise your program as we have discussed and outlined in the attached <DS-7002, if student intern> research/intern plan.

As a guest of the University you will be required to learn and abide by relevant University policies and all other pertinent laws and regulations. We acknowledge that this program is primarily for your own academic purpose and you will not be considered a salaried employee. Neither will you be enrolled in a degree program or receive course credits from the University for this experience. Any compensation, monetary or other tangible benefits must be approved in advance by the Office of International Services and may be subject to tax withholding and reporting.

[Insert Departmental Commitments and details] The CEFS internship includes compensation amounting to \$8 per hour for 32 hours of work per week. Housing will also be provided as a part of the CEFS internship program. In addition, the program is providing you with health insurance throughout your stay at CEFS and will cover the cost of the application fee for the internship program. You will be responsible for your travel costs and any immigration expenses (visa fee, SEVIS fee, etc.). Your weekly stipend should be enough to cover your meals and incidental expenses while you are here, but you may wish to bring extra cash for your personal purchases and optional expenses.

The University's Office of International Services will issue a Form DS-2019 and important pre-arrival information. You should read this packet carefully and follow the instructions regarding the visa application process, health insurance, and other important information. If you have any difficulty or questions, please feel free to contact me. If there is a question about your program by a visa officer at the US Consulate or at the port of entry, please refer the Office of International Services (web: internationalservices.ncsu.edu; phone: 919.515-2961, or email: ois@ncsu.edu). Please let me know when you have obtained your visa and made your flight details, and I or a colleague will pick you up at the Raleigh-Durham International Airport. We can also discuss housing and other arrangements by email before you arrive. Once you arrive, we will arrange a check-in and brief orientation at the OIS office and any other necessary offices on campus.

[The following paragraph is necessary if the intern is to be paid or compensated/reimbursed by NC State]. Upon checking in and attending a brief orientation at the Office of International Services, I or another colleague will take you to meet with Ms. Michelle Anderson in the NC State Payroll office to discuss the specific tax implications and reporting requirements. After one week has passed upon check-in with the OIS office, you will then need to apply for a US Social Security Card at the nearest Social Security Administration office. You may be subject to federal or state government tax withholding and filing requirements on some or all of the compensation you receive. Ms. Anderson in the NC State Taxation will have already explained these requirements to you on your check-in day. We will take you to this local office to receive the card and be happy to answer further questions after you receive your Social Security card.

Best wishes with your visa application and travel arrangements. I look forward to seeing you soon.

Sincerely,

(Faculty supervisor name)
(Title)
(Dept)