

## Fulbright Scholar Program | Letter of Invitation Guidance

### Key Components of the Host Institution Letter of Invitation\*

The following checklist includes the key components that should be included in the institutional host's letter of invitation to support a U.S. Fulbright Scholar.

- ✓ Be on the inviting institution's official letterhead.
- ✓ Indicate the Fulbright Scholar's name, institution and country of origin, and topic/title of the proposed project.
- ✓ Include the exact start and end dates (month, day, and year) being proposed as the period of the exchange.
- ✓ Indicate the primary faculty host and hosting department where the Fulbrighter will affiliate.
- ✓ Indicate the nature of in-person activities your institution would make available to the scholar, whether regular meetings with the host faculty member, departmental events, office access, library access, lab work, teaching, or any collaborative activities. While the COVID-19 pandemic moved many activities online, Fulbright still requires consistent in-person engagement. Fully virtual programs are not supported.
- ✓ Indicate how the scholar's teaching and/or research activities will benefit the institution, department, and community at large.
- ✓ Outline any financial or in-kind arrangements the institution may provide to the scholar, which may include office space, computer, lab or library access, housing resources, meal plans, transportation, or a salary supplement (if applicable).
- ✓ Indicate whether the scholar would be expected to cover any affiliation fees that may be required, making sure to indicate the amount. Fulbright appreciates any level of cost-share that can be provided by institutions, including waiving affiliation fees, covering supplies, or supporting lab costs or similar.
- ✓ Be signed by an administrative officer of the institution who has the authority to approve official affiliations (Provost, Dean, Department Chair, or similar). The letter may include more than one signatory.

*\*Adapted from the Fulbright Visiting Scholar Checklist*

