Fulbright Visiting Scholar Program

Key Components of the U.S. Receiving Institution Letter of Invitation (LOI)

Key Components of the U.S. Receiving Institution Official Letter of Invitation (LOI)

The following checklist includes the key components that should be documented in the U.S. institution's official Letter of Invitation (LOI) to support a Fulbright Visiting Scholar exchange.

The letter should:

- ✓ Be on the inviting institution's official letterhead.
- ✓ Indicate the Fulbright Visiting Scholar's name, country of origin, and the topic/title of the proposed project.
- ✓ Indicate the primary faculty host and hosting department where the Fulbrighter will affiliate. Be sure to include an email address and phone number for the primary host faculty member.
- ✓ Include the exact start and end dates (month, day, and year) being proposed as the period of the exchange. This could help avoid rewriting letters after selection, as precise start and end dates are required for visa sponsorship documentation. Country requirements vary, but typically, a Visiting Scholar award must be at least 3 months in length and no longer than 12 months.
- ✓ 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. Fully virtual programs are not supported.
- ✓ Outline any financial or in-kind arrangements the institution can provide to the Visiting Scholar, which may include office space, computer, lab or library access, housing resources, meal plans, transportation, or a financial supplement (if applicable).
- ✓ Indicate whether the scholar would be required to pay any affiliation/lab/bench fees or research costs, making sure to indicate the amount. Fulbright appreciates any level of in-kind support that can be provided by U.S. institutions, including waiving affiliation fees, covering supplies, or supporting lab costs or similar.
- ✓ Include any contingencies the receiving institution may have, such as a minimum monthly funding amount required, or any health insurance requirements, or other procedures that need to be followed to finalize the visiting affiliation.
- ✓ Be signed by an administrative official 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 as needed.