**\*\*\* For School of Medicine only \*\*\***

SOM has asked for Dean’s or designee’s clearance for their departments to host J-1 scholars.

Print on your school letterhead before signature.

RE: Hosting J-1 Visiting Scholar

To: Cliff Teague

From: [Supervisor’s Name, Title]

Date: [Date]

I have invited [Name of prospective J-1 Scholar] to participate in the J-1 Exchange Program in [Department Name] at Rollins School of Public Health. [He/She] has been invited to participate in this exchange program from [date] to [date]. This exchange program will be funded by [source(s) of funding] at [$xx,xxx.xx] USD per month. Please find funding documentation attached.

If you have any concerns, you may reach me at [contact information]. We are proposing that this scholar’s title be [Appointment Title of scholar in PeopleSoft & corresponding Job Code – if unsure which one to use, [refer to this website](http://www.emory.edu/isss/departments/request_process/index.html)] in PeopleSoft.

During the course of this exchange visit, the scholar will be performing the following activity [briefly provide the description of the activity the scholar will perform]. This activity will take place at [provide full address of site(s) of activity including a zip code].

This activity [will/will not] involve incidental patient contact. [If incidental patient contact will occur, please add the following sentence: “Please find attached the incidental contact letter which must be signed by the Dean’s Designee and returned with this memo.”]

Please sign below in acknowledgement that this J-1 scholar’s visit has been approved by you.

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[Name of the Department Chair] Date

Department Chair

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Cliff Teague or designee Date

Sr. Director, Human Resources

School of Medicine