



International Students Office

Massachusetts Institute of Technology
77 Massachusetts Avenue, Building E18-219
Cambridge, Massachusetts 02139-4307

Phone 617-253-3795
Fax 617-258-5483

SAMPLE INVITATION LETTER FOR VISITING STUDENT

This is NOT a fill-in form. Please use the Department Letterhead!
Items in blue are REQUIRED information.

Name of the host MIT faculty
Name of the host department/ lab
Host Academic Department Course #
Address (If it's not printed on the letterhead)
Phone # (If it's not printed on the letterhead)

Date

To Whom It May Concern,

This is to inform you that we wish to invite Mr./Ms. Student's name to MIT as a Visiting Student to conduct academic research in name of lab, name of department affiliation from month, date, year to month, date, year (*Please specify exact dates*). Mr./Ms. Student's name will be working as a Graduate/Undergraduate student under the supervision of Professor name of the host professor.

His/Her research project will involve brief description – an immigration requirement.

Mr. /Ms. Student's name, born on date of birth is currently a Graduate/ Undergraduate student at Name of home institution in city, country/state. He/She is a citizen of country of citizenship and resides at address and can be reached at email address, phone #.

Please note that there will be a Visiting Student Fee in the amount of \$625 per month (AY2023-2024), and student / host MIT group is responsible for full payment 30 days in advance of visit. More information will be available in the onboarding portal once you have completed that process..

(If the host MIT group is providing additional financial assistance/Stipend)

Additionally, list all other expenses (living expense, health insurance, etc), total amount of \$0000.00, will be covered by the Host MIT group. (If you are providing a stipend, please state both the weekly amount and total amount for the student's length of stay. For visiting students with J-1 visas, the total amount MUST be stated. Please don't provide a monthly amount, as the hourly rate breakdown is not even).

(For Foreign Nationals Only)

Mr./Ms. Student's name has sufficient proficiency in English language to successfully participate in the academic program at MIT, and to navigate daily life in the U.S.

For further information please contact department administrator's name at phone #.

Sincerely,

Title
Name