

**SUGGESTED FORMAT FOR COVER LETTERS FOR
EXCHANGE VISITORS (EV'S)
(P-3-05569 trainees)**

(Date)

Subject: J-1 Exchange Visitors (and J-2 dependants if any)

TO WHOM IT MAY CONCERN:

A. Prepare a statement with the following information:

1. Name, exactly as indicated in passport

First Name _____ Last Name _____

2. Gender _____

3. Date of Birth _____ City of Birth _____ Country of Birth _____

4. Country of permanent residence _____

5. Country of citizenship _____

6. Present position in country of citizenship _____

7. Length of stay _____

8. Purpose of Stay
(the principal activity to be engaged in) _____

9. Financial Support to be supplied by various sources _____
(exchange visitors should be supported substantially by funding sources **OTHER THAN** personal and family funds) _____

10. Pre-signed agreement of the evaluation process

11. Letter from employer agreeing to the traineeship and offering a living wage

B. Prepare the cover letter that touches that following concerns:

1. The exchange visitor's presence is a part of good faith "reciprocity" that involves Eastern Michigan University staff and/or students **IN THE COUNTRY** of the EV.
2. The EV is part of an exchange program in which EMU students and/ or staff travel to the country from which the EV comes.
3. The program is suitable to the EV's background, needs, and experience.
4. The EV possesses sufficient proficiency in the English language to participate in the program.
5. The EV will receive pre-arrival information on housing, special fees payable to the sponsor, other costs, health care insurance information.
6. The EV shall receive orientation including, but not limited to life/customs in the USA, local community resources, mandatory health care and cross-cultural opportunities.
7. A description of the program in which the EV is participating (See item #8 above).

The statement and cover letter should be sent to the address below.

Thank you,

Paul Dean Webb, Director
Office of International Students
244 EMU Student Center
Ypsilanti, MI 48197
Tel. 734.487.3116 FAX: 734.487.0303

Special Note #1: If the EV is planning to have his/her dependents (i.e. spouse and child(ren) travel to USA with the EV, we need dependent(s) date(s) of birth, country of citizenship and additional funding sources needed to support dependents.

Special Note #2: Some of you have encouraged your EVs to prepare a final report telling of their experience in the program. A short final report would be welcomed.