

## COVER LETTER FORMAT FOR EXCHANGE VISITORS (EV)

Prepare a **cover letter** addressed to OIS that includes the following information:

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

Thank you,

Esther Gunel  
Director  
Office of International Students  
244 EMU Student Center  
Ypsilanti, MI- 48197  
Tel. 734.487.3116, FAX: 734.487.0303