**SAMPLE AUTHORIZATION LETTER FOR J-1 STATUS PAYMENTS**

ANY UNIVERSITY USA

111 UNIVERSITY STREET

ANY PLACE, PA 11111

PENNSYLVANIA STATE UNIVERSITY

DEPARTMENT OF \_\_\_\_\_\_\_\_

UNIVERSITY PARK, PA 16802

DEAR COLLEAGUE,

Under the terms governing Exchange Visitor Program, ANY UNIVERSITY authorizes the Pennsylvania State University to reimburse J-1 scholar JOHN SMITH for his visit and talk in your department from May 2, 2008 to May 4, 2008.

His is currently a J-1 exchange visitor in good standing through July 31, 2008. His services are consistent with the objectives of ANY UNIVERSITY’s exchange visitor program. He has permission to receive remuneration in connection with this visit.

Sincerely,

Jane Doe

RESPONSIBLE OFFICER

J-1 EXCHANGE VISITOR PROGRAM