

SAMPLE J1 Letter

NEEDS TO BE ON LETTERHEAD

Date:

To Whom It May Concern:

The purpose of this letter is to authorize the reimbursement for xxxxxxx. He/She is currently holding a J1 visa. This office will not reimburse xxxxxxxx for any housing expenses incurred during the visit to the University of Illinois on [dates]

Sincerely,

*Letter needs to be signed by Department Head,
Assoc. Dept Head, Director, or appropriate
person in traveler's International Office*