

# **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 workshop on [dates]

Sincerely,

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