

[PLACE ON UNIT LETTERHEAD]

Letter example

Re: BridgeUSA Faculty Host Exchange Visitors Exception

The purpose of letter is to request exception approval to host more than three exchange visitors concurrently based on the [Hosting Exchange Visitors Policy](#) within the insert host academic unit name)

Mr./Ms./Dr. Exchange Visitors (EV)'s Full Name) has been invited to Georgia Institute of Technology to participate in research from [month, day, year] to [month, day, year].

The research project will include (briefly describe the activities they will participate in during their stay with specificity when it is known and general language when specificity does not exist).

Based on the [Model Practices for Faculty Host Supervisors](#), I plan to oversee the exchange visitors duties by (Describe how the FHS will monitor the EV work performed).

I am currently hosting (provide the number of exchange visitors the FHS is currently hosting. (This number should include the number of exchange visitors that are currently on campus if DS-2019 has been issued to the exchange visitor but they have not arrived, and an initial J request is pending processing) and request to host an additional exchange visitor for the purpose of (provide a summary of the need for more than three exchange visitors).

As the faculty host supervisor, I understand the [J Exchange Visitors' host responsibilities](#) and agrees to comply with the BridgeUSA program regulations and related institutional policies.

Sincerely,

FHS name and signature

Insert Dept Chair name

Signature

Date

Approve

Deny

If denied, the reason for the decision:

Insert Dean name:

Signature

Date

Approve

Deny

If denied, the reason for the decision: