

DATE

Name of Visitor
Street
City
Country

Email Address

Dear _____,

Congratulations on your appointment as a Wesleyan University Visiting Scholar! We are delighted that you are coming to Wesleyan. You should have already received your letter of appointment from the Faculty Resource Specialist, Jennifer Bomar from the Office of Academic Affairs. Please keep Jennifer Bomar updated regarding your travel plans so she can update your information on the United States Government's Student and Exchange Visitor Information System (SEVIS).

The purpose of my letter is to provide you with some information about your arrival and settling in at Wesleyan and to clarify some basic matters concerning your year with us.

Visa

Please respond promptly to the questionnaire sent by Jennifer Bomar if you have not done so already. She may be reached by email at jbomar@wesleyan.edu.

You should apply for a visa soon. When you go to the American consulate to get your visa, you will need: 1) a valid passport; 2) your letter of appointment from Wesleyan; 3) Form DS-2019 (which was sent to you by Wesleyan); 4) insurance verification, and 5) a copy of your receipt for payment of the SEVIS fee.

Arrival and Settling in

Please be in touch with your Faculty Sponsor, **Name and email**, about your travel plans and getting to campus. Depending on where you are coming from, here is information on [how to get Wesleyan University campus](#).

There is plenty of information in the [Wesleyan University website](#) that may be helpful in your transition to Wesleyan University and Middletown, Connecticut, USA.

Housing

Wesleyan University cannot make arrangements for your housing. Here are some helpful resources to help you get started:

- International Visiting Scholars Resource Page: <http://wesleyan.edu/cgs/fie/exchanges/visiting-scholars.html>
- Area Lodging: <http://www.wesleyan.edu/about/visitors/lodging.html>
- Wesleyan Rental Property: <http://www.wesleyan.edu/rentalproperties/index.html>

If you have any concerns that have not been addressed in this letter, please let us know. On behalf of the department, we wish you a safe journey and an enjoyable and rewarding stay at Wesleyan.

Sincerely,