**SAMPLE INVITATION LETTER FOR VISITING STUDENT  
Items in blue are REQUIRED information. Delete extraneous notes.**

Name of the host MIT faculty

Name of the host group/lab

Course 12 — Department of Earth, Atmospheric and Planetary Sciences

Date

To Whom It May Concern,

This is to inform you that we wish to invite Mr./Ms. Student’s Name to MIT as a Visiting Student to conduct academic research in name of lab, name of department affiliation from month, date, year to month, date, year *(Please specify exact dates).* Mr./Ms. Student’s Name will be working as a graduate/undergraduate student under the supervision of Professor Host’s Name.

Their research project will involve brief description – an immigration requirement.

Mr./Ms. Student’s Name, born on date of birth is currently a graduate/undergraduate student at name of home institution in city, country/state. They are a citizen of country of citizenship and resides at home address and can be reached at email address, phone #.

Please note that there will be a Visiting Student Fee in the amount of $625 per month (AY 2025-2026), and student name / host group/lab is responsible for full payment 30 days in advance of visit. More information will be available in the onboarding portal once you have completed that process.

*(If the MIT host group is providing additional financial assistance)*

Additionally, list all other expenses (living expense, health insurance, etc), total amount of $0000.00, will be covered by host group/lab.

*(For Foreign Nationals Only)*

Mr./Ms. Student’s Name has sufficient proficiency in the English language to successfully participate in the academic program at MIT, and to navigate daily life in the U.S.

For further information please contact the EAPS academic administrator, Ann Greaney Williams: agreaney@mit.edu, 617-253-3381.

Sincerely,

Professor Host’s Name

Professor Host’s Title