**Letter of Invitation Instructions**

Also known as the invitation, this is a letter provided by the proposed host institution expressing their interest in hosting you and your proposed project.

Applicants are responsible for obtaining and uploading the letter of invitation to their Fulbright U.S. Scholar Program application if required by the award.

View our [Letter of Invitation Guidance Video](https://www.youtube.com/watch?v=k8ukRkq08sU)

**SHOULD YOU SUBMIT A LETTER OF INVITATION?**

Consult the award and/or country program description in the Catalog of Awards in the Award Requirements tab for details regarding letters of invitation.

**If "A letter of invitation is required":**

You must submit a letter of invitation.

If it is not included with your application or submitted through September 28, 2023, your application will become ineligible and will not proceed in the review and selection process.

**If "A letter of invitation is preferred":**

Applicants are encouraged to obtain and submit a letter of invitation.

**If “A letter of invitation is optional”:**

Applicants may submit a letter of invitation.

**If "A letter of invitation should not be sought":**

Applicants should not seek a letter of invitation.

**DEADLINE**

**Letter(s) of invitation will be accepted through September 28, 2023.**

**For awards where the invitation is required:** If your letter(s) are not submitted by this extended deadline, your application will become ineligible and will not proceed in the review and selection process.

**For all other awards:** If a letter is not required, your application will proceed in the review process with or without an invitation.

If your invitation is expected to arrive after the September 15 application deadline, you should submit your application by September 15 without the letter. You will be able to upload your letter of invitation to your application through September 28, 2023.

**HOW TO REQUEST AN INVITATION LETTER:**

Identify an appropriate host institution (see below) and individual in the country of interest and email them. Introduce yourself and the activities you are interested in proposing; you may wish to include a copy of your curriculum vitae/resume. If they are interested in potentially hosting you and your project, you can then request a letter of invitation from them. (Letters are typically provided on university letterhead.) Note that many faculty are difficult to reach in July and August abroad, so start early; this process can take time.

**Note:** An institution can provide invitations to multiple candidates. An invitation is not a legally binding pledge. Having one does not guarantee an applicant will be recommended in the peer review process nor selected for an award.

**INVITATION REQUIREMENTS**

The letter should be addressed to you, and should include:

* The activities for which you are being invited by the host (i.e., research at an institution, special lecturing needs, etc.);
* The period for which you are invited
* A description of the host's interest in your project and how it will benefit their institution.
* Invitation letters should be in English. If the letter is not in English, you must include an English translation with it in your application.
* The potential host (the person who provides the letter) cannot also be registered in your application as a recommender or foreign language evaluator.

**File type:** Adobe PDF (recommended) or Word document. Up to three letters may be uploaded to your application as separate files. If you have additional letters, you will need to combine them into a single file before uploading them.

**HOW TO DEVELOP CONTACTS ABROAD**

The award description may list host institutions or specific people to contact. If so, you can start there. You can also use the resources on your home campus, in your discipline, and your community to network, including:

* The international office on your campus
* International students and faculty, area studies faculty, and faculty in your discipline may have contacts at institutions in the country or countries of interest
* Colleagues who have gone abroad
* Current and former Fulbright Scholars
* The international division of your professional organization may have information about the status of your discipline and the educational system in other countries, as well as people who can serve as contacts or can connect you with others.