Dear **Name**:

Congratulations on receiving an invitation to visit the University of Florida as a **J exchange visitor/J-1 student/F-1 student!**

To expedite the onboarding process please complete the following as soon as possible:

* The **Department of Department Name** will submit an application packet to the UF International Center on your behalf so that a **ENTER TYPE OF FORM (DS2019/I-20**) will be generated for you. Please provide me with a scanned copy of the highlighted items on the attached document and return to me via email.
* You will also receive an email from the Foreign National Information System, a secure electronic portal where you will enter information used to generate tax forms needed for your appointment at UF. Please watch for an email invitation with the subject line: **University of Florida: Access for FNIS system**.

We look forward to receiving your response and having you as a **GUEST/STUDENT** at the University of Florida

Please let me know if you have any questions.

Thank you,

**Name**

**Title**

**Email**

**Phone**