

TODAY'S DATE

Dear

Upon the recommendation of _____ I am pleased to offer you a position as _____ for the period of _____. As a visiting _____ you will not be considered an employee of the University of Alabama in Huntsville but will receive _____. In addition, the department will provide access to _____. In addition, _____ will supervise you in the area of _____.

As in the case with any user of University facilities, your access to labs and other research areas must be coordinated with the appropriate university offices, and such use is subject to applicable policies and procedures of the University of Alabama in Huntsville. It is our hope that your interactions with our researchers will result in your preparation of research reports that may be developed into jointly authored journal articles.

This offer is subject to your ability to obtain a proper visa. The International Student and Scholar Office (ISSO) can assist you with questions regarding the appropriate visa procedures and paperwork. The ISSO office can be reached directly at 824-6078 or visahelp@uah.edu.

I sincerely hope you choose to spend time with us. I have, therefore, asked _____ to make the necessary arrangements should you so desire. Thank you for your interest in UAH, and I look forward to an early and favorable response. If you have any questions regarding this letter, please contact _____.

Please let us know your decision by signing this letter and returning it to us as soon as possible.

Sincerely,

cc:
Dr. Susan Steen, International Student and Scholar Office

Last updated June 19, 2013