

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 Services (ISSS) can assist you with questions regarding the appropriate visa procedures and paperwork. The ISSS office can be reached directly at 256-824-6055 or [iss@uah.edu](mailto:iss@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:

Joy Werka, Audrey Jupiter, International Student and Scholar Office

Last updated February 11, 2021