DRAFT – Courtesy appointment letter template – UGA sponsoring department

Please edit and submit original letter signed in blue ink to the appropriate immigration advisor at:
Immigration Services (IS) office, 1324 South Lumpkin St., Athens, GA 30602

Please delete the above text
****

{Insert your department or school letterhead}

{Date}

TO WHOM IT MAY CONCERN:

This is to confirm that ***{Name of visiting researcher}*** is being invited to conduct research at the University of Georgia (UGA) in ***{Name of Department or lab}*** as a ***Visiting Scholar under a University courtesy appointment.*** {***His/Her}*** appointment will begin on ***{Date employment will begin}***, pending appropriate visa status approval. {***Name}*** may continue ***{his or her}*** courtesy appointment until ***{Date appointment will end}***. ***{His/Her}*** position is funded by ***{his or her}*** home institution {***Name of Institution}, {or by personal funds},*** in the amount of ***{total, monthly or annual amount}*** for the duration of {***his/her}*** stay.

{Name of researcher} will conduct research in the field of ***{field},*** and will focus on ***{description of research}***. UGA will offer ***{him or her}*** lab access, office space with a computer, and access to the university Library and databases. Housing and living expenses, along with adequate health insurance coverage that meets any applicable state or federal guidelines will be the responsibility of ***{Name of visiting researcher}***.

We look forward to welcoming ***{Name of visiting researcher}*** to the University of Georgia.

Sincerely,

{Department Chair, P.I., or Supervisor with hiring authority}
{Position held and title}