

[DEPARTMENT LETTERHEAD]

<Month, day, year>

<Scholar First and Last Name>

<Scholar Address>

Dear <Scholar Name>:

The <Department Name> at Missouri University of Science and Technology is pleased to invite you as a Visiting Scholar. You will be collaborating with <Hosting Faculty Member Name> on <name of project>.

Project:

A brief description of the project is as follows:

<Synopsis of the project>

Job Description:

Your particular tasks in contributing research to the project will consist primarily of the following:

<Task 1>

<Task 2>

<Task 3>

<Task 4>

Further duties may be assigned to you as appropriate.

Supervision and Facilities:

You will be working under my supervision in the <Department name>. We will arrange desk space, computer and laboratory access for you while you are at Missouri S&T.

Length of Employment:

The proposed begin date of your participation in our project is <Month, day, year>. We estimate that your project involvement will conclude on <Month, day, year>.

Funding:

We understand that you will be funded by <name of third party sponsor>. Please provide documentation from your sponsor with funding details.

OR

We are offering you funding for the duration of your stay. Your monthly salary will be <monthly salary>. <Include standard Human resources hire letter for a temporary employee.>

Immigration:

Your offer is contingent upon your obtaining the proper immigration documents for entry into the United States and participation as a J-1 visiting scholar.

We look forward to a positive collaboration with you. Please let us know at your earliest convenience if you will be joining us.

Sincerely,

<Faculty or Department Chair name>

<Title>

[DEPARTMENT NAME, LOCATION, PHONE NUMBER, FAX, EMAIL, AND WEBSITE]