**INVITATION LETTER TEMPLATE**

**PAID VISITING SCHOLARS**

**DOMESTIC AND INTERNATIONAL (not on J-1 visa)**

[Department letterhead]

[Date]

[Visitor name and address]

Dear [Visitor]

This is to invite to you to be a Visiting Scholar in the Department of --- at Florida State University during the time period ---- to -----. I will serve as your faculty host and I am very interested in your research plan, entitled, “---.”

We will offer you $---- of financial support for the period of your visit, contingent upon completion of the university's onboarding process which may include a criminal history background check as well as compliance with State and University requirements. This appointment is for – hours per week, or – FTE. This does not include any benefits or health insurance.

As a Visiting Scholar at FSU, you will have library privileges, and use of office space in XXXXX (as well as access to XXXX lab == if applicable).

[optional] We invite our visiting research fellows to participate in the research colloquium sessions in the College. We hope to arrange a presentation on your research at some time during the year. Also, we encourage visiting research fellows to explore opportunities for collaborative research projects with faculty and/or graduate students in the Department of ---- at Florida State University. We also request a final report on the activities and publications completed during your visit to Florida State University.

I am glad that you have chosen the Department of ---- at Florida State University as the base for your research in the coming year. Please feel free to contact me if you have any questions or require further information.

Sincerely,

Inviting Faculty name and title

Department