**INVITATION LETTER TEMPLATE for**

**UNPAID VISITING SCHOLARS**

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

(Use Department Letter Head)

Date

Visitor name and address

Dear (visitor):

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

We understand that required funding to cover your expenses during this visit will be covered by XXXXXX (list home institution, scholarship or personal funds). (NOTE to inviting faculty member: If all personal funds alone are to be used duration is limited to one year).

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