**INVITATION LETTER TEMPLATE** **FOR VISITING SCHOLAR**

**(Courtesy Appointment/not paid by FSU)**

**&**

**(Domestic, or International *NOT* needing J-1 Visa)**

[Department letterhead]

[Date]

[Visitor name and address]

Dear [Visitor]:

I am pleased to invite to you to be a Visiting Scholar in the Department of \_\_\_\_\_\_\_ at Florida State University during the time period: [month/day/year] to [month/day/year].

I will serve as your faculty host and I am very interested in your research plan, entitled, “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

Library use privileges will be arranged during your time at Florida State University, as well as office space in \_\_\_\_\_\_\_\_\_\_\_ and access to \_\_\_\_\_\_\_\_\_\_ lab (if applicable) at no cost.

We understand that required funding to cover your expenses during this visit will be covered by \_\_\_\_\_\_\_\_\_\_\_\_(*list home institution, scholarship, or personal funds*). Please note, this program does not include the benefit of health insurance coverage.

This invitation is contingent upon you holding appropriate authorization to enter the United States and to participate in the activities of this program, as determined by any applicable government organization. This offer is also contingent upon successful completion of any required background checks and export control processes, including screening of foreign visitors that may be required by Florida law.

[*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. [*end optional*]

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 Member Name

Department