

DEPARTMENT OF INTERNATIONAL SERVICES & PROGRAMS

University of Connecticut ☎ 2110 Hillside Road, Unit 3083; Storrs, CT 06269 ☎ Phone: 860-486-3855 ☎ Fax: 860-486-5800 ☎ Web: www.disp.uconn.edu

SAMPLE INVITATION LETTER FOR A NON-COMPENSATED VISITING SCHOLAR

- To be on Department Letterhead -

Date:

Research Scholars Name
Research Scholars Address

Dear:

I am happy to invite you to be a non-compensated visiting scholar from _____ to _____ to pursue your research in the field of _____. We request that you report to the department as soon as you arrive to campus.

The department will provide you with _____ (desk space, department and university library privileges, as well as a computer account). We expect you to be here on campus no later than _____.

If you accept this invitation, please sign below and returning one copy of the letter with your original signature no later than _____. Please indicate to us the amount of financial support you will have as well as how the fund provider is related to you, if not self supported. A copy of a bank statement to show you have sufficient funding to be here at the University will be acceptable. Please be advised that all financial documents must be in English.

You will be working directly for _____. Your research efforts will be concentrated on _____.

Finally, in accordance with U.S. regulations, you must have medical and accident insurance coverage of at least \$50,000 per accident or illness, \$7,500 for repatriation of remains in the event of a death and \$10,000 for medical evacuation. If you already have such insurance, please bring these papers with you upon your arrival to the University. If you do not have medical insurance, this will be explained to you during the mandatory Research Scholar Orientation period which you check in and register with the Department of International Services and Programs (DISP).

Sincerely,

Name of Department Head & Title

signature and name of visiting scholar

cc: Human Resources
DISP U-3083