## BB. SAMPLE VISITING SCHOLAR OFFER LETTER

 <<Date>>

<<FirstName>> <<LastName>>

<<Title>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear <<Name>>,

I am delighted to offer you a Visiting Scholar appointment in the [DEPARTMENT NAME/CENTER NAME in Harvard’s Faculty of Arts and Sciences, visiting from your [SPECIFY ONE: tenure-track/tenured] position as [TITLE] from [HOME INSTITUTION]. Your appointment will begin on [DATE] and end on [DATE]. Your appointment is intended to facilitate work with faculty in [AREA], in particular with Professor[s] [NAME(S)]. The research will focus on [BRIEF DESCRIPTION]. During your appointment, you are expected to adhere to all Harvard University rules and requirements.

The Harvard International Office (HIO) helps individuals secure status in which to work at Harvard.  If you need such assistance, and as the regulations permit, the HIO will assist you in the process of obtaining temporary visa status. We are obligated to mention, however, that any appointment at Harvard is contingent upon obtaining appropriate visa status and that the government is the final arbiter of all immigration related cases.

This [SPECIFY ONE: full-time/part-time] appointment will be [paid/unpaid]. [IF PAID: “You will received $ (XX,XXX) during the appointment period.”] [WHETHER PAID OR UNPAID: If the department is charging the appointee any fees related to participation in the program, please specify those fees here.]

This appointment is [SPECIFY ONE: benefits-eligible/not benefits-eligible]. [IF THE POSITION COMES WITH BENEFITS: “Please note that you must enroll in benefits *within thirty days of the start date of your appointment.* As you must first complete your I-9 form in person, on Harvard’s campus, please contact (NAME OF DEPARTMENT ADMINISTRATOR) at (PHONE NUMBER) or (EMAIL ADDRESS) as soon as possible, to arrange a visit to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.” IF THE BENEFITS INCLUDE SUBSIDIZED HEALTH INSURANCE, PLEASE SPECIFY THAT THE APPOINTEE IS ELIGIBLE FOR “SUBSIDIZED” HEALTH INSURANCE AND INSERT: “Most of the benefit plans require a contribution from participants for coverage. More information on benefits costs is available at: <https://hr.harvard.edu/plan-rates-features>[.](http://hr.harvard.edu/files/humanresources/files/2015healthplanratechart_facultyandnon-unionstaff.pdf)”] [IF THE POSITION DOES NOT COME WITH BENEFITS: “If you are coming to Harvard on a J-1 visa, the terms of your visa require you to purchase health insurance. More information can be found at <http://www.hio.harvard.edu/j-visa-regulations-regarding-health-insurance-requirements>.”]

[IF APPLICABLE, DESCRIBE SPACE ARRANGEMENTS. E.g., “The department will provide office/lab space for the duration of your visit.” OR “Unfortunately, due to lack of space, I cannot guarantee you a desk/lab space for the duration of your visit.”]

[IF THE POSITION MAY BE RENEWED: “The appointment is eligible for renewal. Individuals may hold a Visiting Scholar appointment for no more than two consecutive years.”]

If you accept this appointment, please review and submit, before your arrival on campus, an electronic PDF of a signed hard copy of the Harvard University Visitor Participation Agreement, which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies: [FOR VISITORS FROM FOR-PROFIT ORGANIZATIONS (U.S. AND FOREIGN), INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_visitors_from_for-profit_organizations_final_11-7-2014.pdf>. FOR VISITORS FROM FOREIGN NON-PROFIT INSTITUTIONS OR WHO ARE UNAFFILIATED WITH ANY UNIVERSITY, RESEARCH INSTITUTION, HOSPITAL, COMPANY OR OTHER ORGANIZATION, I.E., ARE SELF-EMPLOYED OR UNEMPLOYED, INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_unaffiliated_individuals_and_visitors_from_foreign_non-profits_final_11-7-14.pdf>. FOR VISITORS FROM U.S. NON-PROFIT AND GOVERNMENTAL INSTITUTIONS OTHER THAN HARVARD-AFFILIATED MEDICAL CENTERS, INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_visitors_from_us_non-profit_and_govt_institutions_other_than_harvard_amcs_final_11-7-14.pdf>. Note: Visitors from M.I.T. are not required to submit a VPA form, with the exception of M.I.T. undergraduates, who must submit a VPA form. [IF THE INDIVIDUAL IS WORKING IN A HARVARD LABORATORY AND IS NOT RECEIVING ANY FORM OF PAYMENT FROM HARVARD: “Please also submit an electronic PDF of a signed hard copy of the Acknowledgement of Risk and Release for Non-Harvard Personnel Using Harvard Research and Instructional Laboratory Facilities form (<http://files.vpr.harvard.edu/files/vpr-documents/files/acknowledgement_of_risk_and_release_form_12_2014.pdf>), before your arrival on campus.”] For information on other FAS and University policies pertaining to your appointment, please see the FAS Appointment and Promotion Handbook (<https://academic-appointments.fas.harvard.edu/>).

Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. We look forward to seeing you here.

With best wishes,

[NAME]

Chair, Department of [DEPARTMENT NAME]