## 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.

This appointment is conditional on funding and institutional review. All appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS).  The Harvard International Office (HIO) helps individuals secure visas and other appropriate documentation allowing them to enter the United States and pursue their activities at Harvard.  If you need such assistance, and as federal regulations permit, HIO will assist you in the process of obtaining temporary visa status.  The United States government, however, remains the final arbiter of all immigration-related cases.  Furthermore, we note that as a result of the COVID-19 virus pandemic, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted.  It is ultimately the responsibility of the individual appointee to ensure they obtain an appropriate entry visa and any other required authorization prior to arrival at Harvard for their appointed term.  [INSERT ONLY IF THE APPOINTMENT IS PAID: In the event that you are unable to obtain a visa and any other required authorization within that time for any reason, Harvard shall have no obligation to pay the (CHOOSE ONE: salary/stipend) specified for the appointment.]

This [SPECIFY ONE: full-time/part-time] appointment will be [paid/unpaid]. [IF PAID: “You will receive $[SALARY] during the appointment period, paid to you on the last business day of the month.”] [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, please contact (CONTACT NAME) at (PHONE NUMBER) or (EMAIL ADDRESS) for instructions on how to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits. More information on completing the I-9 form is also available at <https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19?admin_panel=1>.” 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>.”]

Harvard University continues to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students, as well as the wider community – and as such, Harvard community members must comply with the University’s health and safety guidelines and protocols including but not limited to those related to COVID-19. Additionally, as detailed on our [COVID-19 Vaccine Requirement Webpage](https://huhs.harvard.edu/covid-19-vaccine-requirement-faqs), the University requires all new faculty and other employees to provide confirmation of primary series COVID-19 vaccination. You can do so via a [vaccine attestation form](https://facultyresources.fas.harvard.edu/sites/hwpi.harvard.edu/files/facultyresources/files/faculty_new_hire_vax_attestation_form.pdf?m=1678205650). You may also claim exemption from the vaccination requirement for medical or religious reasons, also prior to completing the hiring process, by requesting a form from [mrecords@huhs.harvard.edu](mailto:mrecords@huhs.harvard.edu). Please note that completion of the exemption process can take two to three weeks. Unvaccinated individuals who are approved for an exemption may also be subject to additional public health measures. If approved for an exemption, you will be considered in compliance with the University’s requirement. If not approved, we may rescind your offer of employment or terminate your employment, if applicable. Additional information regarding this requirement, exemptions, verification of vaccination status, and other related policies and resources may be found on the University’s [COVID-19 Information Website](https://huhs.harvard.edu/covid-19-information#gsc.tab=0).

[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 ordinarily hold a Visiting Scholar appointment for no more than two consecutive years.”]

If you accept this appointment, please review and submit, by the start of your appointment, 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>), by the start of your appointment.”] 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]