## BB. SAMPLE VISITING SCHOLAR OFFER LETTER

[REMOVE FROM FINAL LETTER: Template Version: 7/1/23]

<<Date>>

<<FirstName>><<LastName>>

<<Address>>

<<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]. [INSERT IF THE APPOINTMENT IS PAID: If you are funded in part or wholly by a grant or an award, you will be informed which grant(s)/awards(s) you will be working on at any given time.] 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, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions.  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 in equal installments on the last business day of each 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>.”]

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

[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]