Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am delighted to offer you a full-time appointment as a Visiting Scholar in the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE. I look forward to working with you on TOPIC(S) OF RESEARCH. During your appointment, you are expected to adhere to university rules and regulations applicable to research appointments. Individuals may hold a Visiting Scholar appointment for no more than two consecutive years.

Additional relevant information for the position, such as office/desk space, research allowance, travel allowance, Institute or Center affiliations and resources, etc.

UNPAID: I will cover the costs of your research while you are visiting the group, and it is my understanding that UNIVERSITY will be providing your salary and benefits. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents.

STIPEND: I will cover the costs of your research while you are visiting the group, and I will also pay you an annual stipend of $AMOUNT that will be paid to you monthly on the last business day of each month. Your appointment as a Visiting Scholar is not benefits-eligible. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents.

SALARY: This will be a paid benefits-eligible position. You will receive an annual salary of $AMOUNT, paid to you on the last business day of the month, and will be eligible for Harvard University’s subsidized, comprehensive medical, dental, vision, and other benefits. Most of the benefit plans require a contribution from participants for coverage. Please note that you must enroll in benefits *within thirty days of the start date of your appointment*.

SALARY: In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States, whether or not they are American citizens. Prior to your starting work, you must complete a United States Citizenship and Immigration Services (USCIS) Form I-9 that Harvard is required to keep on file for all employees, along with state and federal tax exemption forms, and an emergency notification form. You will be expected to provide employment verification documentation such as a valid passport, or a picture I.D. plus a Social Security card or validated birth certificate. Harvard cannot employ you without this documentation. As you must first complete your I-9 form in person, on Harvard’s campus, please contact your Academic Appointments Manager 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.

INTERNATIONAL: The Harvard International Office (<http://www.hio.harvard.edu/>) 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. If there is an unavoidable delay in securing your visa, your appointment dates may be adjusted by mutual agreement.

As a member of the Harvard community, you will have access to library and computer facilities, and you can purchase a membership for the Harvard recreational facilities. Information about Harvard’s many cultural and intellectual resources can be found at <http://news.harvard.edu/gazette/harvard-events>.

If you accept this appointment, please review and submit an electronic PDF of a signed hard copy of the [Harvard University Visitor Participation Agreement (VPA)](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager. The VPA is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.

UNPAID: 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](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager before your arrival on campus.

I am enthusiastic about having you join my group. If you have any questions about your appointment, please contact Gina Scribner (scribner@seas.harvard.edu) OR Mary Taylor (mataylor@seas.harvard.edu) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Academic Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager