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.

All 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, such as testing, masking, distancing, etc. Additionally, the University requires all Harvard community members to be fully vaccinated against COVID-19, remain up to date with COVID-19 vaccine boosters, and to report their vaccination status via the Harvard University Health Services portal, as detailed in [Harvard’s Vaccine & Booster Requirements](https://www.harvard.edu/coronavirus/covid-19-vaccine-information/). You may claim exemption from the vaccination requirement for medical or religious reasons. Note that unvaccinated individuals are subject to additional public health measures (e.g., more frequent testing, more stringent masking, etc.) above and beyond what is required of vaccinated individuals. More information regarding the University’s COVID vaccination requirement and exemptions is available on the University’s “COVID-19 Vaccine Information” webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

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: 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 has not fully resumed routine visa services at some United States Embassies and Consulates, and it is not clear when these services will resume, and when they do, how visa applications will be prioritized. 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. 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. For more information, please see <https://hio.harvard.edu/coronavirus>.

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.

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