

[Date]

Dr. [Insert name and address]

Dear [Name]:

The [Appointing Center] is delighted to invite you to be a Visiting Scholar for the [specify dates] and to participate with [Sponsoring Professor] in which she and you will jointly research [i.e. the role of research collaboration in differentiating patent quality as between the U.S., Japan, and China].

As established through the ISSO, your stay at Brandeis will start [starting and ending dates of appointment]. You will not be employed by Brandeis University, but the [Appointing Center] will award you a stipend of [stipend amount] payable in [payment schedule], for the duration of your visit. The stipend is to help defray living expenses during your time with us, and is not considered salary.

As a Visiting Scholar at the [Sponsoring Center], the [Sponsoring Department] ask that you engage with students, faculty, and staff as your schedule permits.

If you are not a U.S. citizen or permanent resident you will need to have valid immigration status. Please contact the International Scholars and Students Office at scholars@brandeis.edu or (781) 736-3480 for guidance and for the appropriate forms.

We very much look forward to our expanded collaboration during the period [specify] and ask that you send written acceptance of this offer to me by [time limit].

Sincerely,

Irving R. Epstein

University Professor

Henry F. Fischbach Professor of Chemistry
Howard Hughes Medical Institute Professor

Interim Vice-Provost for Research

cc: [Supervisor]

 Office of Human Resources and Employee Relations

[If applicable] International Students and Scholars Office