

avoffice
enter date

enter address

Dear _____,

It gives me great pleasure to invite you to the Department of enter dept name as a Fulbright Visiting Student Researcher for a period of enter duration of stay (e.g. 5 months) beginning on or about enter start date.

During your stay, you will insert list of activities.

While at the University of, we understand that you will be funded by the Fulbright Program and that the University of will not provide any financial support during your stay. We can provide you with office space (it may be shared with another visiting scientist or two), library privileges, at the Ithaca main campus, etc.. Besides interacting with me and my program, you should have opportunity to also interact, possibly travel to research sites,, etc., with several colleagues in my department who work on You can find out more about their programs at website link.

It is understood that at the end of your appointment as a Fulbright Visiting Student Researcher you will return to your permanent position at insert name of institution.

Upon your arrival, I encourage you to establish contact with our department. Once all documentation is in place you are then able to register with the Academic Visitors Office (insert [url](#) link), which is a registration centre for academic visitors where you may obtain a university ID card and information about associated campus privileges.

insert personal closing paragraph

Sincerely,

Insert name of U of A host

Insert name of Chair/Dean/Director

cc Academic Visitors Office