

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 Scholar for a period of enter duration of stay (e.g. 9 months) beginning on enter start date, ending on enter end date **Our institution is open for in-person engagement.**

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 main campus, etc.. Besides interacting with me and my program, you should have opportunity to also interact with several colleagues in my department who work on You can find out more about their programs at website link.

Your faculty advisor and administrative official(s) have confirmed that the university resources required for the Fulbrighter's specific research project must be sufficiently available to carry out the program, including:

- **Regular in-person meetings with the faculty host/and/or departmental community.**
- **In-person access to required labs, libraries, or university buildings needed to successfully conduct research and/or teaching if applicable.**

It is understood that at the end of your appointment as a Fulbright Visiting Scholar 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 University host

Insert name of Chair/Dean/Director

cc Academic Visitors Office