## Sample Offer Letter Visiting Scholar

Dear :

I am pleased to recommend your appointment as a Visiting Scholar in the **[Department/School name]** at Purdue University for a period of **[Number of month(s)/year(s)]** beginning [**Start date**] to [**End date**]. During your visit you will . [**Primary contact name**] will serve as your principal point of contact while you are with Purdue University.

Visiting Scholars are invited to the University to engage in scholarly activities for their own academic enrichment and that of the department in which they have an appointment. Although you will have no formal departmental duties, we hope that you will become an active member of our scholarly community and will participate in University events.

Visiting scholar appointments do not carry any salary or benefits. You will be eligible to purchase a parking permit during the length of your appointment, but prior to leaving the University we ask that you return your permit to Parking Facilities. The permit is non-transferable. In addition, you will be issued a Purdue identification card, use of library facilities, internet access, and your name will be listed in the University directory and on appropriate mailing lists.

Your acceptance is contingent upon providing proof of funding for the duration of your stay at Purdue University, and obtaining the required visa(s). Purdue University will provide **[lab, research/office space, computer, etc.]**

You should report to the College of Technology Business Office in Knoy Hall upon your arrival to complete the necessary required paperwork.

Please indicate your acceptance of this position by signing in the space below. Please return a signed copy of this letter as soon as possible.

I look forward to your arrival on campus and wish you the best with your preparations. Please contact me at , or via e-mail at if you have any questions about your visit.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acceptance Signature Date

cc: Business Office