**Offer letter for visitor**

**[Delete this header before printing out on department letterhead paper]**

**Assignment notification letter (template): should only be issued after the Workday assignment document has received final approval. In addition, for foreign nationals, after the International Office has issued the DS-2019.**

**=🡺You may add additional language to customize this letter for your area needs, but please do not delete any of the existing language in this template.**

*SAMPLE OFFER LETTER*: **Non-Employees – University Affiliate-Visiting Scholar/Researcher (A006-non-employee)**

<**Date**>

XXXXXXXX

XXXXXXXX

Dear <**Candidate’s name**>:

Dear Visiting Scholar/Researcher:

I am pleased to assign you as a University Affiliate Visiting Researcher/Scholar, without pay, in the department of <<Name of Department/Unit>>, for the period of <<BegApptDate>> through <<EndApptDate>>, and welcome your participation in our scholarly community, as you conduct research in <<Purpose of Visit>>. Please bear in mind that Visiting Researchers/Scholars who plan to conduct research at the University for more than one year must annually renew their status with this office.

An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center,

2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334.

Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: U.S. passport, U.S. or Canadian driver’s license, or a U.S. citizen ID card with Photo (INS form I-197).

Replace with this paragraph, if international visitor:

An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center,

2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334.

Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: foreign passport, or Alien Registration Card w/Photo (INS form I-151 or I-551).

To activate your library privileges, please take this letter as proof of your assignment to the Perry Castañeda Library, Circulation Services Department

located in the PCL Building, Room 2.122, along with your UT identification card.

All individuals assigned under a University Affiliate research title are subject to and are required to observe all applicable federal, state and local laws, including but not limited to Export Control laws and regulations, and requirements of the University and The University of Texas System Board of Regents’ Rules and Regulations, within the meaning of Rule 90102, Intellectual Property Rights and Obligations. Furthermore, these research titles are not Academic Titles within the meaning of Board of Regents’ Rule 31001 - Faculty Assignments and Titles. Individuals assigned under any of these research titles are not eligible for the award of tenure within the meaning of Board of Regents’ Rule 31007 - Tenure.

I hope that your research goes well while you are here. If there is anything that my colleagues or I can do to assist you, please let me know.

Please indicate your acceptance of this assignment by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<**Name**>

Nominator

XC: International office (**The International Office’s Scholar Services needs a copy of this letter for international visitor assignments**)

I accept this offer of assignment:

<**Name of candidate**> Date

cc: Dean <**Name**>, <**College/school**>

Department Chair/Program Director **<Name>**