**Template for Invitation/Appointment Letter**

**for Independently-Funded Scholars**

**[please Print on DEPARTMENTAL LETTERHEAD]**

SCHOLAR’S NAME

SCHOLAR’S ADDRESS

DATE

Dear SCHOLAR’S NAME:

I am pleased to invite you to participate in a research exchange with the DEPARTMENT NAME in the SCHOOL/COLLEGE NAME at The University of Alabama.

Under the terms of our agreement to host you during your period of research, you will be sponsored to conduct research as a visiting scholar for the duration of LENGTH OF SERVICE, from START DATE until END DATE.

During your period of research, your faculty sponsor and contact at The University of Alabama will be SUPERVISOR’S NAME AND TITLE.

As part of our commitment to host you, the DEPARTMENT NAME will give you office space and a computer to carry out your research, a University of Alabama computer account, access to the university library and its research databases, and access to all standard administrative services.

You will be responsible for all your personal expenses during your stay at The University of Alabama, including for transportation, housing, meals, and medical insurance.

We look forward to your arrival. Please keep us informed as you make your plans to arrive at The University of Alabama, and feel free to contact me if you have any further questions.

Sincerely,

HOST PROFESSOR/ DEPARTMENT CHAIR