Letter must be on faculty letterhead

DATE

ADDRESS

Dear NAME,

I am pleased to offer you a full-time appointment as a Visiting Undergraduate Research Intern of the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE. I look forward to working with you on TOPIC(S) OF RESEARCH.

I will cover your research costs while you are visiting my group, but you will be responsible for covering your living expenses, as I cannot provide you with a stipend.

Your appointment is not benefits-eligible, and you will not be enrolled as a Harvard student. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents. As a member of the Harvard community, you will have access to library and computer facilities, and you can purchase a membership for the Harvard recreational facilities.

All Harvard community members must comply with the University’s health and safety guidelines and protocols, including but not limited to those related to COVID-19, such as testing, masking, distancing, etc. Additionally, the University requires all Harvard community members to be fully vaccinated against COVID-19, remain up to date with COVID-19 vaccine boosters, and to report their vaccination status via the Harvard University Health Services portal, as detailed in [Harvard’s Vaccine & Booster Requirements](https://www.harvard.edu/coronavirus/covid-19-vaccine-information/). You may claim exemption from the vaccination requirement for medical or religious reasons. Note that unvaccinated individuals are subject to additional public health measures (e.g., more frequent testing, more stringent masking, etc.) above and beyond what is required of vaccinated individuals. More information regarding the University’s COVID vaccination requirement and exemptions is available on the University’s “COVID-19 Vaccine Information” webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

INTERNATIONAL: The Harvard International Office (HIO) helps individuals secure status in which to work at Harvard. If you need such assistance, and as the regulations permit, the HIO (<http://www.hio.harvard.edu/contact-us>) will assist you in the process of obtaining temporary visa status. We are obligated to mention, however, that any appointment at Harvard is contingent upon obtaining appropriate visa status and that the government is the final arbiter of all immigration-related cases. Furthermore, we note that as a result of the COVID-19 virus pandemic, the United States Department of State has not fully resumed routine visa services at some United States Embassies and Consulates, and it is not clear when these services will resume, and when they do, how visa applications will be prioritized. If there is an unavoidable delay in securing your visa, your appointment dates may be adjusted by mutual agreement. For information about health insurance coverage for your visit, see the following Harvard International Office page: <http://hio.harvard.edu/health-care-scholars>. If you are coming to Harvard on a J-1 visa, the terms of your visa require you to purchase a minimum level of health insurance coverage. For details on this requirement, please see: <http://hio.harvard.edu/j-visa-regulations-regarding-health-insurance-requirements>.

If you accept this appointment, please review and submit an electronic PDF of a signed hard copy of the [Harvard University Visitor Participation Agreement (VPA)](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager. The VPA is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.

Please also submit an electronic PDF of a signed hard copy of the [Acknowledgement of Risk and Release for Non-Harvard Personnel Using Harvard Research and Instructional Laboratory Facilities form](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager before your arrival on campus.

For information on other FAS and University policies pertaining to your appointment, please see the [FAS Appointment and Promotion Handbook](http://academic-appointments.fas.harvard.edu/).

Information about Harvard’s many cultural and intellectual resources can be found at <http://news.harvard.edu/gazette/harvard-events>.

I am enthusiastic about having you join my group. If you have any questions about your appointment, please contact Gina Scribner (scribner@seas.harvard.edu) OR Mary Taylor (mataylor@seas.harvard.edu) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

signature

Faculty Name

Title

cc: Academic Appointments Manager