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 will cover your research costs while you are visiting my group, and I am pleased to offer you a monthly stipend of $ AMOUNT paid to you monthly on the last business day of the month for the duration of your appointment. As a Visiting Undergraduate Research Intern, you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements. This appointment is conditional on funding and institutional review.

I look forward to working with you on TOPIC(S) OF RESEARCH.

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.

INTERNATIONAL: 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>.

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 any testing, masking, or distancing requirements that may be in place at any given time or place. Additionally, the University requires all Harvard community members to be fully vaccinated against COVID-19, remain up to date with required 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 may be subject to additional public health measures (e.g., more frequent testing, more stringent masking, etc.) above and beyond what may be 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/.](http://www.harvard.edu/coronavirus/covid-19-vaccine-information/)

INTERNATIONAL: All appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS). The Harvard International Office (HIO) helps individuals secure visas and other appropriate documentation allowing them to enter the United States and pursue their activities at Harvard. If you need such assistance, and as federal regulations permit, HIO will assist you in the process of obtaining temporary visa status. The United States government, however, remains 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 visa services at all United States embassies and consulates may be delayed or otherwise impacted. It is ultimately the responsibility of the individual appointee to ensure they obtain an appropriate entry visa and any other required authorization prior to arrival at Harvard for their appointed term. In the event that you are unable to obtain a visa and any other required authorization within that time for any reason, Harvard shall have no obligation to pay the stipend specified for the appointment.

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.

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