Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am delighted to offer you a full-time appointment as a Visiting Scholar in the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE. Individuals may hold a Visiting Scholar appointment for no more than two consecutive years. During your appointment, you are expected to adhere to university rules and regulations applicable to research appointments. This appointment is conditional on funding and institutional review.

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

Additional relevant information for the position, such as office/desk space, research allowance, travel allowance, Institute or Center affiliations and resources, etc.

STIPEND: I will cover the costs of your research while you are visiting the group, and I will also pay you a monthly stipend of $AMOUNT that will be paid to you monthly on the last business day of each month. Your appointment as a Visiting Scholar is not benefits-eligible. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents.

STIPEND & 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>.

STIPEND: 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.

SALARY: This will be a paid benefits-eligible position. You will receive an annual salary of $AMOUNT, paid to you monthly on the last business day of the month, and will be eligible for Harvard University’s subsidized, comprehensive medical, dental, vision, and other benefits. Most of the benefit plans require a contribution from participants for coverage. Please note that you must enroll in benefits *within thirty days of the start date of your appointment*.

Harvard University continues to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students, as well as the wider community – and as such, 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. Additionally, as detailed on our [COVID-19 Vaccine Requirement Webpage](https://huhs.harvard.edu/covid-19-vaccine-requirement-faqs), the University requires all new faculty and other employees to provide confirmation of primary series COVID-19 vaccination. You can do so via this [vaccination attestation form](https://facultyresources.fas.harvard.edu/sites/hwpi.harvard.edu/files/facultyresources/files/faculty_new_hire_vax_attestation_form.pdf?m=1678205650). You may also claim exemption from the vaccination requirement for medical or religious reasons, also prior to completing the hiring process, by requesting a form from mrecords@huhs.harvard.edu. Please note that completion of the exemption process can take two to three weeks. Unvaccinated individuals who are approved for an exemption may also be subject to additional public health measures. If approved for an exemption, you will be considered in compliance with the University’s requirement. If not approved, we may rescind your offer of employment or terminate your employment, if applicable. Additional information regarding this requirement, exemptions, verification of vaccination status, and other related policies and resources may be found on the University’s [COVID-19 Information Website](https://huhs.harvard.edu/covid-19-information#gsc.tab=0).

SALARY: In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States, whether or not they are American citizens. Prior to your starting work, you must complete a United States Citizenship and Immigration Services (USCIS) Form I-9 that Harvard is required to keep on file for all employees, along with state and federal tax exemption forms, and an emergency notification form. You will be expected to provide employment verification documentation such as a valid passport, or a picture I.D. plus a Social Security card or validated birth certificate. Harvard cannot employ you without this documentation. As you must first complete your I-9 form, please contact your appointments manager for instructions on how to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

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 (CHOOSE ONE: salary/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.

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 Nora McDonald ([nora@seas.harvard.edu](mailto:mataylor@seas.harvard.edu)) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Academic Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager