Letter must be on faculty letterhead

DATE

EMAIL 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 am pleased to offer you a monthly salary of $ AMOUNT paid to you bi-weekly 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 your arrival and work on [TOPIC(S) OF RESEARCH]. Due to the importance of in-person mentoring with their faculty sponsor and having the opportunity to interact with colleagues and researchers within their department, it is expected that Visiting Undergraduate Researchers work on campus.

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.

The health of our workforce is a priority for Harvard University.  With that in mind, we strongly encourage all employees to be up to date on CDC-recommended vaccines.

In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States. 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. Instructions on how to complete this form will be emailed to you.

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, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions.  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 salary 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 Nora McDonald (nora@seas.harvard.edu) OR Karen Galvez (karengalvez@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

signature

Faculty Name

Title

cc: Academic Appointments Manager