



**Research and Sponsored Programs**

201J University Hall  
3640 Col. Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2425  
(937) 775-3781 (FAX)  
e-mail: [rsp@wright.edu](mailto:rsp@wright.edu)

**DATE:** April 26, 2000

**TO:** Deans

**FROM:** Joseph F. Thomas, Jr., Associate Provost for Research

**SUBJECT:** Revised Sample Invitations for Visiting Scholars/Researchers

As a follow-up to my memo to you dated September 22, 1998, I am sending along two revised sample letters for inviting visiting scholars and researchers to Wright State. These revisions will hopefully make it clearer when either letter is to be used. The major change is in the titles of the two appointments. We are now distinguishing between "Visiting Scholars, Non-Employees" and "Visiting Researchers, Employees."

The letter headed "Sample Invitation Letter to a Visiting Researcher, Employee" should be used when the purpose of the visit is to perform a service and receive compensation for services rendered. The salary and benefits may be charged to a ledger 6 account if the work done benefits that project.

The letter headed "Sample Invitation Letter to a Visiting Scholar, Non-Employee" should be used when the purpose of the visit is independent study, and payment is in the form of a stipend to cover living expenses -- not to pay for services rendered. The stipend in this case cannot be charged to a ledger 6 account.

Enclosures

cc: Perry Moore  
Steve Lyons

**Sample Invitation Letter to a Visiting Researcher, Employee:**

(Where the purpose of the visit is to perform a service and receive compensation for services rendered. The salary and benefits may be charged to a ledger 6 account if the work done benefits that project.)

Dear \_\_\_\_\_:

We are pleased to invite you to be a Visiting Researcher in the Department of \_\_\_\_\_, where you will do research and will collaborate with Dr. \_\_\_\_\_ in the area[s] of \_\_\_\_\_. A salary of \$\_\_\_\_\_ per month (less applicable deductions such as taxes) will be provided to you to compensate you for your work while in this country. This represents part-time employment at \_\_\_% effort. [NOTE: *If the appointment is full-time, replace last sentence with: This represents a full-time appointment.*]. To complete your employee contract when you arrive on campus you must immediately apply for a Social Security Card with the assistance of the staff at the Wright State University Center for International Education (UCIE).

It is planned that you will arrive by \_\_\_\_\_ and stay through \_\_\_\_\_. If you find that a later arrival date is necessary, please indicate this in your reply. If the desired objectives have not been accomplished within this period, an extension is possible but must be requested by your department chair. Upon completion of the collaboration, visitors typically return to their home country.

You will be responsible for obtaining temporary health insurance coverage (including repatriation and medical evacuation insurance) during your visit to Wright State University. Such insurance may be purchased through Wright State if you contact the Department of Human Resources within the first 10 days of your appointment. [NOTE: *if the employee will be appointed to work full-time for at least six months and one day, use the following instead: As a Wright State employee, you will be eligible to enroll for medical and dental coverage for yourself and your qualifying dependents with significant university contributions towards the premium cost, term life insurance coverage, and participation in one of the university's retirement plans. However, you must still obtain repatriation and medical evacuation insurance separately. Such insurance may be purchased through the Wright State University UCIE Office (Room E190 Student Union) within the first 5 days of your appointment.*]

You will also be subject to the normal tax treaties between your country and the United States.

We are confident that you will enjoy your visit to Wright State University and sincerely hope you will accept the invitation. Please sign and return to Dean \_\_\_\_\_ by [date] the enclosed copy of this invitation in order that arrangements can be made for your visit.

Sincerely yours,

Perry D. Moore, Ph.D. \_\_\_\_\_,  
Dean Provost College/School of \_\_\_\_\_

Enclosure

---

I accept the invitation contained herein as indicated by my signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sample Invitation Letter to a Visiting Scholar, Non-employee:**

(Where the purpose of the visit is independent study, and payment, if any, is in the form of a stipend to cover living expenses --**NOT** to pay for services rendered. The stipend cannot be charged to a ledger 6 account.)

Dear \_\_\_\_\_:

We are pleased to invite you to be a Visiting Scholar in the Department of \_\_\_\_\_, where you will do independent study and will collaborate with Dr. \_\_\_\_\_ in the area[s] of \_\_\_\_\_. [*If scholar will be receiving a stipend, insert: A stipend of \$\_\_\_\_\_ per month will be provided to you to offset your living expenses while in this country.*]

It is planned that you will arrive by \_\_\_\_\_ and stay through \_\_\_\_\_. If you find that a later arrival date is necessary, please indicate this in your reply. If the desired objectives have not been accomplished within this period, an extension is possible but must be requested by your department chair. Upon completion of the collaboration, you will return to your home country.

You will be responsible for obtaining temporary health insurance coverage (including repatriation and medical evacuation insurance) during your visit to Wright State University. Proof of insurance coverage should be presented within first 5 days of arrival.

We are confident that you will enjoy your visit to Wright State University and sincerely hope you will accept the invitation. Please sign and return to Dean \_\_\_\_\_ by [date] the enclosed copy of this invitation in order that arrangements can be made for your visit.

Sincerely yours,

Perry D. Moore, Ph.D. \_\_\_\_\_,  
Dean Provost College/School of \_\_\_\_\_

Enclosure

---

I accept the invitation contained herein as indicated by my signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date