

SAMPLE SALARIED APPOINTMENT LETTER FROM DEAN'S OFFICE
(Print 2 originals on Cal Poly Letterhead)
(To be used for Non-Citizen J-1 Visa Appointments Only)

DATE

NAME
ADDRESS

Dear _____:

I am pleased to offer you a position in the _____ Department, College of _____, effective (month) ____ (day), 20__, through _____(month) ____ (day), 20__, at \$ _____ salary. <List other benefits such as health insurance here also.> <If applicable> Cal Poly will be able to reimburse you for travel expenses up to a maximum of \$_____. We will need original receipts for these charges.

This appointment has been recommended by _____, <Head/Chair> of the _____ Department, on the basis that you will <briefly list duties that volunteer will be expected to perform including nature of research or field of instruction.> While performing these duties you will be responsible to _____ and you should direct any inquiries to <him/her>.

Cal Poly will provide you with Form DS-2019 to apply for a J-1 Exchange Visitor visa in the _____ <ask the International Center> category. You may apply at a U.S. Embassy or Consular Office that is convenient for you.

Upon arrival to campus, you must report to Judy Mitchell or Susan Tripp in the International Center in Building 52, Room E-32. Upon arrival you will be required to purchase the Cal Poly international scholar health insurance plan at a cost of approximately \$90 per month. Information about health insurance may be found on the Visiting Scholar Web Site:
<http://international.calpoly.edu/scholars/scholars/index.html>

Please indicate in the space provided below whether you accept this confirmation of this volunteer appointment. Sign both original letters and return one to me as soon as possible. You will need the second original when you apply for your visa at the United States Embassy. The photocopy of this letter is for your personal file.

We appreciate your interest in employment and welcome your contribution to Cal Poly.

Sincerely,

Signature _____, Dean, College of _____

Date

cc: Department Head
Academic Personnel

I hereby _____ the above offer of volunteer appointment as stated above.
(accept/decline)

Date

Signature