(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the Department of (Insert Department) in the College of (Insert College Name), I am pleased to provide you with this invitation letter to visit the University as a visitor/independent researcher during the period (Insert Dates of Visit). You will not receive compensation or benefits. Time spent visiting the University as a visitor/independent researcher also does not count toward the attainment of a tenured position.

This invitation to visit North Carolina State University is contingent upon verification of academic credentials and upon your agreement to abide by the policies, regulations and rules of the University. Your invitation to be affiliated with NC State is subject to the Constitution and laws of the United States and the State of North Carolina, and to the policies, regulations and rules of the University of North Carolina and NC State University as adopted and as periodically revised or amended. NC State University policies, regulations and rules, and the UNC Code are located online at <http://www.ncsu.edu/policies/homepage.php> and <http://www.northcarolina.edu/apps/policy/index.php>. Upon conclusion of the visit/independent research, and/or the expiration date of your nonimmigrant visa status, you agree that you will leave the University and, if applicable, return to your country of residence.

Please acknowledge your acceptance of this invitation to visit the University by signing this letter, and returning it to me by (Insert Date). My colleagues and I sincerely hope you will be visiting the NC State University community pursuant to the terms outlined above. Should you have any questions, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, Department Head)

cc: (Name, College/Division Business/HR Officer)

 Human Resources Information Management, Campus Box 7210

I accept this invitation and agree to abide by the policies and regulations of the University, and all applicable U.S. immigration laws.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date