

TEMPLATE ACCEPTANCE LETTER TO OBSERVERS/TRAINEES/VISITING SCIENTISTS

(please edit to the appropriate category)

Date

Dr./Mr./Ms. First Last

Address

Dear Dr./Mr./Ms. Last:

Greetings from The University of Texas Health Science Center at Houston (UTHealth). I am pleased to notify you that your [CHOOSE ONE: Observer/Training/Visiting Scientist] application has been approved. Under the direction of name of faculty sponsor, this association will be for the period beginning date through ending date at the school/department/division. This association with UTHealth will be governed by the *Application for Observer/Trainee/Visiting Scientist* which you signed on date of application.

[THIS PARAGRAPH APPLIES ONLY TO FOREIGN NATIONALS. DELETE FOR U.S. APPLICANTS.] This association is contingent upon your ability to maintain an appropriate and valid visa status. The Office of International Affairs (OIA) at UTHealth has a copy of your application and will contact you regarding your visa. Please note that all individuals who enter the U.S. in the *J-1 Exchange Visitor Status* are required to have health, medical evacuation, and repatriation insurance coverage for themselves and each accompanying dependent, for the duration of this association at UTHealth. In addition, you must make an appointment to check in with OIA for visa clearance **prior** to the first day of your association (beginning date). Failure to check in with OIA will delay the start of your association.

Please indicate your acceptance of this association by signing and returning this letter to **name of departmental administrative contact** at **mailing address**. This letter must be returned within two weeks of the above date or this offer of [CHOOSE ONE: Observership/Training/a Visiting Scientist association] will be withdrawn automatically.

If you have any questions, please contact name of departmental administrative contact at phone number or e-mail. We look forward to your association with this institution.

Sincerely,

Title - Dean, Department Chair or Faculty Sponsor (as determined by School policy)

Accepted:

Signature of [CHOOSE ONE: Observer/Trainee/Visiting Scientist] Date

cc: Office of International Affairs *[FOREIGN NATIONALS ONLY]*