

TEMPLATE ACCEPTANCE LETTER TO VISITING STUDENT TRAINEE

(Departments need to edit with appropriate information related to their department and Visiting Student's information)

[date]

[Applicant's full name]

[applicant's address]

[applicant's address]

Re: Visiting Student Appointment

Dear [Applicant's name]:

Greetings from The University of Texas Health Science Center at Houston (UTHealth). I am pleased to notify you that your **Visiting Student application has been approved**. Under the direction of [name of faculty sponsor], this visitor appointment will be from **[start date] to [ending date]** at UTHealth [school], [department/division]. This association with UTHealth will be governed by the policies and procedures outlined in your Application for Visiting Student which you signed on [date of application's signature].

[THIS PARAGRAPH APPLIES ONLY TO FOREIGN NATIONALS. DELETE FOR U.S. APPLICANTS.] This visitor appointment is contingent upon your ability to maintain an appropriate and valid visa status. The Office of International Affairs (OIA, 713-500-3176, utoiahouston@uth.tmc.edu) 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 appointment at UTHealth. In addition, you must make arrangements to check in with OIA for visa clearance prior to the first day of your appointment [start date]. Failure to check in with OIA will delay the start of your visitor appointment. Once you have received your visa clearance, you may go directly to the Human Resources Department (7000 Fannin Street, UCT 150) to obtain a UTHealth identification badge for use during your visitor appointment. After receiving your visa clearance and badge, you will need to report to [faculty sponsor, department].

[THIS PARAGRAPH IS ONLY FOR US CITIZENS AND US PERMANENT RESIDENTS] On your start date, [start date], you will need to obtain a UTHealth ID badge for use during your visitor appointment. Please stop by Human Resources (7000 Fannin, Suite 150) between the hours of 8-11 AM or 1-3 PM, only; no appointment is needed, but you must appear between the set times for badging. Once you have received your badge, you will need to report to [faculty sponsor, department].

By accepting this visitor appointment, you understand that you will not be an employee of UTHealth and you will not be eligible for salary or benefits from UTHealth. Additionally, you will not be entitled to any worker's compensation or reimbursement for travel. At all times during your visitor appointment, you must remain a student in good standing at your home institution. You must report to UTHealth any changes to your student status at your home institution.

Please indicate your acceptance of this visitor appointment by signing and returning this letter by email to [name of departmental administrative contact] at [email address]. This letter must be returned within two weeks of the above date; otherwise, this offer of Visiting Student Appointment will be withdrawn automatically.

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If you have any questions about your visitor appointment, please contact [name of departmental administrative contact] at [phone number] or [e-mail].

Sincerely,

[Name & Title of Dean, Department Chair or Faculty Sponsor (as determined by School policy)]

Acknowledgment and Acceptance:

I confirm that I have read and agreed to the policies and procedures included in the application forms and will adhere to all UHealth policies, rules and requirements.

Accepted:

Signature of [Visiting Student's name]

Date

cc: [name of faculty sponsor, if not the one signing the letter]
[department chair, if not the one signing the letter]
Office of EVPCAO (otvs@uth.tmc.edu)
Office of International Affairs *[foreign nationals only]*