

Example 1: Official Letter of Invitation for Research Scholar

Date

Dear **(scholar's full name, as it appears on passport)**,

**(MSU Academic Department)** is pleased to offer you a visiting researcher position. The timeframe for this position will be **(exact dates of employment)**. This position will be a fulltime, benefitted (health insurance, retirement, etc.) position. Compensation for your work will be U.S. (**\$** ) per year.

Your activities will center on research of **(use 3 -4 sentences to state the exact focus of the research that will be conducted, including objectives to be met)**.

Minot State is pleased to extend this invitation as part of our ongoing partnership with **(MSU partner institution in Country)**. This professional and collegial exchange will be of benefit to both institutions.

**(MSU Academic Department)** will provide you with office space and some clerical support during your time here.

We look forward to working with you at Minot State University!

Sincerely,

**(Chair of MSU Sponsoring Department)**

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Example 2: Memo to Office of International Programs for Visiting Professor

Date:

To: Director of MSU International Programs

From: Chair of MSU Sponsoring Department

Re: (Scholar's full name), Visiting Professor Appointment

Dr. **(scholar's full name, as it appears on passport)** will teach as a visiting instructor on a full-time special contract basis for the **(Academic Department)** during the 2014-15 academic year from **(exact dates of employment)**. During this time, s/he will be compensated according to the Minot State policies as a special contract faculty in the amount of U.S. (**\$** ).

Dr. **(scholar's full name, as it appears on passport)** is currently employed by **(MSU partner institution in Country)**, an institution with which Minot State University entered into a cooperative partnership on **(date MOU was initiated)**.

Dr. **(scholar's full name, as it appears on passport)** will be instructing the following courses:

Fall 2014:

Class 1  
Class 2  
Class 3  
Class 4

Spring 2015:

Class 1  
Class 2  
Class 3  
Class 4