

WINONA

STATE UNIVERSITY

[Date]

[Name of visiting scholar]
[Address of visiting scholar]

Dear [Name of visiting scholar]:

On behalf of the [inviting department], I would like to formally invite you to Winona State University as a visiting [choose one: research scholar / short-term scholar] from [month, day, year] to [month, day, year].

[Name and title] will be your faculty host during your time at WSU, and will work with you as you engage in the following activities at WSU:

[Describe in detail the individual or collaborative research/teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught (as applicable).]

You [will / will not] receive any [stipend / salary] from WSU or any other U.S. entity. ***[If a stipend of salary is offered, the exact amount must be stated in this letter and arrangements must be made through the Provost's Office and Human Resources.]*** You will be responsible for finding your own housing accommodations and providing your own room and board. ***[If you are able to offer assistance in these areas, please specify the services you will provide; if a meal plan is included in the offer, indicate a U.S. dollar value.]*** Your faculty host may invite you to observe one or more class sessions, but you may not enroll in or audit WSU classes while you are a visiting scholar.

During your time at WSU the following support and resources will be made available to you:

[Describe in detail what will/will not be made available, example: You will be provided with a shared office, phone, computer, and all the facilities granted to faculty members including invitations to our department meetings and seminars.]

Ms. Kit Klepinger and staff in the International Student and Scholar Services office will assist you with your visa application and immigration procedures. If you have questions or concerns regarding immigration matters, please contact Ms. Klepinger directly via email: kklepinger@winona.edu.

We look forward to welcoming you to Winona State University. I am certain that you will have a productive and rewarding experience and both you and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

[Signature of AVP, Center for Global Education,
and/or Department Chair, and/or College Dean, and/or Provost as appropriate]

