



Visiting Scholar/Researcher Invitation Checklist

Key Components of the Letter of Invitation

The letter should:

- ☐ Be on UTEP's official letterhead.
- ☐ Indicate the Visiting Scholar's/Researcher's name, category (Research Scholar or Professor), country of origin and the scholar will hold.
- ☐ Recognize that the activity has been approved by the Department, College, and Provost.
- ☐ Include the exact start and end dates (month, day, and year) being proposed as the period of the exchange. This could help avoid rewriting letters after selection as precise start and end dates are required for visa sponsorship documentation. Country requirements vary, but typically, a Visiting Scholar/Researcher Program requires award must be at least three (3) months in length and no longer than 12 months.
- ☐ Indicate the nature of in-person activities you will make available to the Scholar/Researcher, whether regular meetings with the host faculty member, departmental events, office access, library access, lab work, teaching, or any collaborative activities.
- ☐ Outline any financial or in-kind arrangements the institution can provide for the Visiting Scholar/Researcher, which may include office space, computer, lab or library access, housing resources, meal plans, transportation, or a salary supplemental (if applicable).
- ☐ List the required minimum monthly financial support (contact the Office of International Programs & Study Abroad for guidance in this calculation) and health insurance requirements.
- ☐ Indicate whether the scholar would be expected to cover any affiliation fees that may be required, making sure to indicate the amount (international Scholar Services fees, SEVIS and visa fees as well as UTEP fees). Include any level of cost share that can be provided by UTEP such as waiving affiliation fees, covering supplies, or supporting lab costs or similar.
- ☐ Indicate the primary faculty host and hosting department where the Visiting Scholar/Researcher will affiliate.
- ☐ Be signed by someone who has the authority to approve official affiliations (Provost, Dean, Department Chair, or similar). The letter may include more than one signatory.
- ☐ Include any contingencies that the institution may have, including visitor policies pertaining to infectious diseases, participating in foreign maligned talent recruitment programs or any program deemed by the United States government not in the best interests of the United States.