

SAMPLE MEMO TO REQUEST A VISITING SCHOLAR APPOINTMENT  
FROM THE DEAN

Date: [Today's Date]  
To: [Dean]  
From: [Department Chair and/or Faculty Sponsor]  
RE: Request for Appointment of Visiting Scholar

Paragraph I – Basic Information

The [Department Name] requests a [type of appointment: postdoctoral researcher, associate professor, etc.] for [name of visiting scholar], [title of visiting scholar in home country and name of home country institution]. The duration of [visiting scholar] visit will be from [appointment begin date] to [appointment end date].

Paragraph II – Purpose of Visit

[Visiting scholar] will be collaborating with [faculty sponsor] on the following project: [brief description of the project]

Paragraph III – Financial Sponsorship (for Paid Position)

The [department and/or faculty sponsor] has secured sufficient funds to support [list what the department will be providing: salary, living expenses, etc.]. The sources of these funds are as follows: [list the sources, such as grants, etc.]. Other funding which will be used to meet the minimum amount for inviting an international scholar as required by the International Programs Center comes from [list other sources, such as personal funding, private funding, salary from home institution, etc.].

OR

Paragraph III – Scholar's Financial Ability (for Unpaid Position)

The [visiting scholar] has confirmed sufficient funds to support her/his living expenses for the duration of the program as required by the International Programs Center. The sources of these funds are as follows: [list the sources, such as home institutional funds, personal funds, etc.].

Paragraph IV - Conclusion

Thank you for considering this request. If you should have any questions, please contact [Dean, Chair and/or faculty sponsor]

[Signatures]