

PRINT ON DEPARTMENTAL LETTERHEAD

[Today's date]

[Full scholar Name, Title and home country address]

Dear [Scholar Name],

I am pleased to confirm our verbal offer on behalf of the [Sponsoring Department] at the University of Massachusetts Lowell as an Affiliate Research Scholar from [Start date] to [End date], reporting to [Name, Title, Department]. [Topic of research with brief description]

This offer is effective on condition that the following criteria are met:

- Contingent upon successful completion of the Restricted Party Screening.
- Please visit the Center for Disease Control and Prevention (CDC) website for the most recent health and safety updates at www.CDC.gov
- Contingent upon securing valid immigration status before your expected start date and maintaining valid immigration status for the duration of your visit.

Your status at the University will be that of a visitor. You will not be an employee, agent, or student of the University of Massachusetts Lowell. This position does not include a salary. It is our understanding that your visit is supported by [Type of funding].

Further, you will not be entitled to receive course credit from the University in connection to this visit. You will also not be entitled to receive compensation or benefits with this visit.

As a visitor, you will formally be a part of the intellectual life of the [UMass Lowell Sponsoring Department] and will be given access to the University library and its computer facilities, lectures, and cultural activities. We can provide you with office or lab space during your stay here. [Include any details]

Health insurance coverage, conforming with mandatory federal regulations, is a required part of the J-1 Exchange Visitor regulations for all J-1 scholars and their J-2 dependents. This position is not eligible for the University's employee benefits package, therefore you will not be eligible for University-sponsored Health Insurance and will have to assume all insurance costs. Please find information pertaining to the J-1 principle /J-2 dependent Health Insurance Requirements at <https://www.uml.edu/isso/j-1-scholars/maintaining-status/insurance.aspx>

You will be responsible for making all arrangements regarding travel and housing. UMass Lowell does not offer on-campus housing for incoming scholars. Housing information can be found on the International Students and Scholars website at <https://www.uml.edu/isso/new-international-students/prearrival/> Please note, you will have access to the UMass Lowell Off-Campus Housing Portal after you have arrived to campus and received your campus ID number.

The Department of State and UMass Lowell both require that you have sufficient English language proficiency to be a part of the Exchange Visitor Program. Please be prepared to complete the English Proficiency Test through J-Check or provide a copy of a diploma that confirms you have earned a degree from U.S. institution or from an institution of higher education that operates in English. Please be prepared to conduct your in-person visa application interview with the U.S. Embassy. They are expected to scrutinize your English level carefully and will deny based on lack of English proficiency.

Please sign your acceptance below, keep a copy for your records, and return within 7 business days.

Welcome to the University of Massachusetts Lowell campus!

Sincerely,

[Sponsor name]

[Sponsor departmental title]

[e-mail address]

CC: [email copy to ISSO and Dept. Chair]

I have read, understand, and accept the offer of employment:

Name

Date