

**COOPERATIVE ACADEMIC AGREEMENTS BETWEEN WEBER STATE
UNIVERSITY AND UNIVERSITIES IN FOREIGN COUNTRIES**

Example: Visiting Faculty Letter of Invitation

(Updated 7/26/11)

Date

Name

Address

Address

Dear Professor _____:

On behalf of Weber State University (WSU), I invite you to visit our campus from _____ to _____. You will have two points of contact at WSU: Dr. _____, Chairman of _____, and Ms. _____, Coordinator for Learning English for Academic Purposes (LEAP). During your stay at WSU, you may be able to accomplish some or all of the following activities:

- Observing and being a guest presenter in _____ classes;
- Discussing research interests with _____ faculty;
(Note for WSU Departments: if the "research" involves controlled data, technology, source code, or technology with possible military applications, then you must talk to WSU's Legal Counsel before finalizing the academic agreement and prior to sending this letter of invitation in order to comply with U.S. export regulations).
- Meeting with LEAP faculty and participating in tutorials as needed to improve your conversational English.

Dr. _____ and Ms. _____ can provide you with more details on each of these after you arrive at WSU.

It is my understanding that the University of Anywhere will be responsible for the following expenses: your travel expenses to the U.S.; your food expenses within the U.S.; the necessary health and accident insurance; and your regular salary.

As a visiting faculty scholar, WSU will provide you with: on-campus residence hall housing; a university ID card that gives you free access to our computer network and our public transportation system; limited office space and computer equipment; and a completed DS-2019 form for your visa application. When you arrive on our campus in August, you must meet with the International Students and Scholars Center to review your insurance status and complete the necessary paperwork for your stay.

I am pleased to extend this invitation to you, and hope you will be able to visit our campus. If you have any questions about your visit, please contact me (____@weber.edu), Dr. _____ (____@weber.edu), or Ms. _____ (____@weber.edu).

Sincerely,

Dr. _____, Professor of _____

cc: Mr. _____, Director, International Students and Scholars Center

Ms. _____, Coordinator, Learning English for Academic Purposes

Dr. _____, Dean of College _____

Dr. Bruce Bowen, Associate Provost for Enrollment Services