(Faculty Letterhead)

DATE

CHAIR/ DEAN

DEPARTMENT/ PROGRAM/ CENTER/ INSTITUTE

ADDRESS

Dear CHAIR / DEAN:

I am writing to request the appointment of [NAME] as a visiting student at Boston University’s DEPARTMENT/ PROGRAM/ CENTER/ INSTITUTE from DATE through DATE. I have reviewed the Policy on Visiting Students [add link] and have confirmed that NAME meets the criteria for appointment. NAME’s CV is attached. While at BU, [NAME] will be doing the following: [please provide an explanation of why the student has come to BU].

NAME’s signed Acknowledgment form, together with his/her signed Intellectual Property Agreement for Visitors, is attached. I understand that it is my responsibility to make any [required disclosures](http://www.bu.edu/researchsupport/international-collaboration-in-research-scholarship/) to granting agencies that fund work in my lab, and to identify all required training for NAME to complete, including the University’s [Sexual Misconduct training](https://www.bu.edu/compliance/training-sexual-misconduct-and-title-ix/) and any lab safety or other required training. I understand that NAME’s appointment will not include Boston University salary or other financial support, and will not be a Boston University employee.

NAME will/will not require visa sponsorship.

Sincerely,

(signature)

FACULTY NAME

TITLE

cc: Thomas Bifano, Vice President and Associate Provost *ad interim* for Research