VISITING STUDENT INTERN – TEMPLATE

[date]

[Name]

[Address] or [Email address]

Dear [Name]:

I am pleased to invite you to become a part-time Visiting Student Intern in the *School*/*Department/Institute/Center* [*name*] at Columbia University. You will hold this title from [*date*] to [*date*]. [Include the following sentence if Visiting Student Intern is receiving a stipend] Your stipend for the period will be $*xx,xxx* [*annual stipend if the position is for a year*] / $[*period stipend]* based on an annual stipend of $*xx,xxx*], to be paid in monthly installments.

We expect that you will conduct research work on the following topic: [description of research to be done, noting the faculty PI with whom they will be working].

The *School*/*Department/Institute/Center* is located in [*room, building*] on the [*Morningside/CUIMC/Manhattanville*] campus. Please contact *[name of appropriate person*], [*their title*], at [*email address*], with any questions regarding this position.

You will need to complete the Inventions Agreement for Visiting Personnel Using Columbia University Research Facilities form before your status as Visiting Student Intern can be activated. Your school, as home institution/employer, will need to sign as described in the form. Please contact [*name of person – if different from the person mentioned above, provide title and email address*] for more information about this required form.

We are excited at the prospect of your joining our *School/Department /Institute/Center* and would be delighted if you accept our invitation.

Sincerely,

[Dean/Director/PI name]

[title]

cc: Department Administrator

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{Name} (Signature) {Date}