

PAID VISITING STUDENT OFFER LETTER TEMPLATE

DATE

Visiting Student Name
Department
Home institution name
Address

Dear **NAME**:

Upon the review of the recommendation of Professor **[name]**, I am inviting you to join us as a Visiting Student in the **[department]** at the **[college]** at Northeastern University's Boston Campus ("Northeastern"), to conduct research on **[degree program]** from **[start date]** to **[end date]** (the "Program"). For the duration of this visiting appointment, you will focus on your research in **[research topic/field]** under the advisement of your host Professor **[name]**. As a Visiting Student, you are expected to spend no more than 20 hours per week supporting your research.

I understand that you are currently a student at **[name of Home Institution and City/State/Province/Country]** and will remain enrolled as a student at **[name of Home Institution]** while you are a Visiting Student at Northeastern. If your affiliation with **[name of Home Institution]** changes, you are required to notify **[name of college contact]** immediately. At all times during the period of this visiting appointment, you will be responsible for the payment of your travel and living expenses, including health care, through non-Northeastern sources. As a Visiting Student, you will be registered for a research course at no cost to you, making you eligible to access a range of Northeastern resources, including the library and other facilities.

During your time at Northeastern, you will be paid a total of **[\$XX]**, at the hourly rate of **[\$XX]**, payable in **[weekly]** installments over the period of your visit.

The Office of Global Services (OGS) collaborates with Northeastern's academic departments and colleges to support visiting students who are hosted at Northeastern to engage in their research objectives. OGS offers a variety of cultural events and programs throughout the year that we strongly encourage you, as a Visiting Student, to participate in to enrich the quality of your experience at Northeastern and in the United States.

Please note that Exchange Visitor Program visitors (EVP; previously known as the J-1 visitor program) are required to arrive in the U.S. and attend OGS orientation prior to your Visiting Student appointment start date. If you experience any delay in obtaining your J-1 visa at a U.S. Consulate and may not be able to arrive on-campus before your appointment start date, please notify your host faculty member and **HRM key contact** in your college immediately.

You are required to familiarize yourself with and abide by the Code of Student Conduct (<http://www.northeastern.edu/osccr/wp-content/uploads/2018/11/Code-of-Student-Conduct-2018-2019-Final.pdf>) and all other Northeastern policies and procedures which pertain to you as a Visiting Student at Northeastern. These policies and procedures may evolve over time and are subject to change.

In connection with your Visiting Student appointment, you may be supplied with or have access to confidential and proprietary information relating to Northeastern. It is important for you to

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understand that any unauthorized or inappropriate use, appropriation, reproduction or disclosure of such information supplied by and relating to Northeastern is prohibited.

[INSERT FOR STUDENT EMPLOYEES ONLY – In compliance with the Immigration Reform and Control Act, you must provide proof of eligibility to work in the United States by completing the Form I-9. Once we are in receipt of your signed acceptance of this offer and you are registered for a research course, you will need to login to your myNortheastern portal and go to Services & Links to select Campus Employment in the Student Financial Services section to complete Section 1 of Form I-9 electronically. Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Northeastern University must complete Section 2 of Form I-9 within three (3) business days of the date employment begins and the employee must provide the appropriate documentation. Any employee who fails to complete Form I-9 within the timeframes listed above cannot continue to work at Northeastern. Please note that Northeastern is an E-Verify employer. Continuation of your employment is also contingent upon your obtaining and/or maintaining appropriate work authorization.]

This letter represents the entire agreement between you and Northeastern, and supersedes any and all other prior written or oral agreements regarding this visiting appointment. The terms of this letter and appointment may only be amended or modified in writing by an authorized Northeastern representative.

We look forward to having you with us as a Visiting Student in the [department] in the [college] at Northeastern’s Boston Campus. If the terms outlined above are acceptable, please sign this letter where indicated below and complete the Visiting Student Research Registration form (<https://registrar.northeastern.edu/article/visiting-student-research-registration/>) and return them to [HRM key contact name] (email address). If you have any questions, please feel free to contact Professor [name] at [email address, office location, phone number].

We look forward to your visit.
Sincerely,

NAME

Dean or Associate Dean for Faculty

I accept all the terms of this appointment as set forth above and I agree to adhere to all of the policies and procedures of Northeastern University.

DATE

[Name of Visiting Scholar/Faculty]