**[PENN STATE HEADER]**

**VISITING SCHOLAR LETTER OF INVITATION**

[Insert Date]

Dear [Visiting Scholar],

On behalf of [College / Department / Institute / Unit / Commonwealth Campus], we are pleased to extend the invitation to be a Visiting Scholar in the [Unit] at The Pennsylvania State University (the “University” or “Penn State”), beginning [date] for a period of \_\_\_\_. The purpose of your visit is [insert purpose in detail]. Please note that your designation as a Visiting Scholar is conditional on final review and approval by the Office of Vice Provost for Faculty Affairs.

Financial support provided during your visit will be paid by [Home Institution]. You will not be eligible for employee benefits, health insurance or other benefits from or through the University.

Penn State’s values are Integrity, Responsibility, Respect, Excellence, Discovery, and Community. During your time as a Visiting Scholar at the University, we kindly ask that you do your part to ensure that our cultural values are preserved. In addition, we believe that diversity and inclusion are critical to our success. While at the University, you must abide by all University policies and regulatory requirements applicable to you as a Visiting Scholar, including, but not limited to, policies governing conflicts of interest, intellectual property, and visiting scholars themselves.

Attached to this letter is a Visiting Scholar Agreement (“Agreement”). Your designation as a Visiting Scholar will be reviewed, approved, and governed by the Agreement and University Policy AC01, Visiting Scholars, available at [insert weblink for University Policy AC01]. Please review the Agreement and the applicable policies, and sign the Agreement at your earliest convenience in order to complete the review and approval process. To the extent you will be responsible for research at the University, please also submit the attached Significant Financial Interest Disclosure form, which will allow the University to assess and manage any potential Conflicts of Interest (COI) that could arise from your approved visit. A COI exists if a significant financial interest or other opportunities for tangible personal benefit may exert a substantial and improper influence. Please see University Policy RP06, Disclosure and Management of Significant Financial Interests, available at https://policy.psu.edu/policies/rp06, for additional information. Please further note that, pursuant to the Agreement, you will also need to complete a successful background check before you can start your visit at the University. You will be contacted by HR Shared Services with steps to complete the background check process.

You also are required to obtain a Penn State account. You can create a new account or recover previous account information if you had a prior University affiliation at Penn State Account Management (<http://accounts.psu.edu/>). Please be sure to take note of your User ID at the completion of this process, as it is required to be added to the attached Agreement.

If you have any questions or concerns, please do not hesitate to ask. We are delighted to invite you to the University and look forward to receiving the above materials from you as soon as possible. [Administrative Host] will be in contact with you to assist you with the necessary forms for your visit. We look forward to hosting you and welcoming you to Penn State.

Sincerely,

[Name of Individual Host]

Title

[Name of Administrative Host]

Title (E.g., Dean, Associate Dean,

Research Dean, Department Head,

Chancellor, or Institute Director)