

This offer letter should only be issued for the affiliate’s signature after the HRMS assignment document has received final approval. A draft format, without signature, may be used as notification copy to the International Office.

=>You may add additional language to customize this letter for your area needs, but please do not delete any of the existing language in this template.

<insert date>

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear <insert candidate’s name>:

I am pleased to authorize your assignment as a University Affiliate <<University Affiliate Research Title>>, without pay, in the department of <<Name of Department/Unit>>, for the period of <<BegApptDate>> through <<EndApptDate>>, and welcome your participation in our scholarly community, as you conduct <<Purpose of Visit>> under the supervision of <<faculty sponsor>>. Please bear in mind that as a <<University Affiliate Research Title>> you must annually renew your status with this office.

An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center, 2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334. Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: U.S. passport, U.S. or Canadian driver’s license, or a U.S. citizen ID card with Photo (INS form I-197).

Replace with this paragraph, if international visitor:
An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center, 2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334. Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: foreign passport, or Alien Registration Card w/Photo (INS form I-151 or I-551).

To activate your library privileges, please take this letter as proof of your assignment to the Perry Castañeda Library, Circulation Services Department located in the PCL Building, Room 2.122, along with your UT identification card.

All individuals assigned under a University Affiliate research title are subject to and are required to observe all applicable federal, state and local laws, including but not limited to Export Control laws and regulations, and requirements of the University and The University of Texas System Board of Regents’ Rules and Regulations, within the meaning of Rule 90102, Intellectual Property Rights and Obligations. Furthermore, these research titles are not Academic Titles within the meaning of Board of Regents’ Rule 31001 - Faculty Assignments and Titles. Individuals assigned under any of these research titles are not eligible for the award of tenure within the meaning of Board of Regents’ Rule 31007 - Tenure.

I hope that your research goes well while you are here. If there is anything that my colleagues or I can do to assist you, please let me know.

Please indicate your acceptance of this assignment by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<Name>

College/School Dean or Unit Head

I agree with all conditions of this assignment and will abide by all state and University rules and regulations:

<Name of candidate>

Date

[Add company or institutional representative signature if applicable]

<Name of candidate's company/institutional representative> Date

<Name of candidate's company/institution>

cc: Nominator **<Name>**, **<department>**
Department Chair/Program Director **<Name>**, **<department>**
International Office (**only applies to international visitor assignments**)