Generic Sponsoring Unit Authorization Letter to a New Visiting Graduate Student

Issued On Sponsoring Academic Unit Letterhead Stationery

Current Date

NAME

ADDRESS

CITY, STATE, ZIP

Dear [NAME]:

I am pleased to inform you that your request for Visiting Graduate Student status at the University of Michigan for the period [Begin Month/day/year] to [End Month/day/year] has been approved. As your sponsor [Name of contact person] in [Name of hosting School, College, Institute, or Department] will be your primary contact during your visit. The conditions of visiting graduate student status are subject to change without notice, and, consistent with University policy and practice, the status may be canceled at the discretion of the University.

Your University of Michigan identification number is [12345678]. You will need to present this letter to obtain a University ID card (Mcard) and to obtain library privileges. Please contact [Administrator Name at phone number or email address] in [sponsoring Department/School/Institute] to arrange computing/information technology services. [In some cases, computing services will be arranged within the hosting academic unit. In other cases, you will need to contact the University’s Information and Technology Services (ITS) office to make arrangements.]

International visiting graduate students with a J-1 visa issued through the University of Michigan are required to participate in a mandatory immigration check-in at the University’s International Center. Maintaining status is necessary to receive the benefits of J-1 status in the future, such as applying for a change of status, if needed. Failure to maintain your non-immigrant status can result in serious problems with immigration and could lead to deportation from the U.S.

Additionally, both international and domestic visitors are also required to have health insurance which meets Federal and University standards throughout their entire stay.

If you have any questions regarding your visiting graduate student status at the University of Michigan, I can be reached at [PHONE NUMBER] or via email at [EMAIL ADDRESS].

Sincerely,

NAME

TITLE

cc: ACADEMIC HUMAN RESOURCES

 ADMINISTRATIVE CONTACT