CURRENT DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear [NAME]:

I am pleased to inform you that your request for Visiting Scholar status in DEPARTMENT NAME at the University of Michigan for the period START DATE to END DATE has been approved. DEPARTMENT NAME [and possible faculty or admin name and contact information] will be your primary contact during your visit. The conditions of visiting scholar 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 UMID [NUMBER]. You will need to present this letter to obtain a University ID card (Mcard). Visiting scholars have full access to the University Library, including borrowing services. Fees are charged for copying and printing services. Contact [Name] in [Department] to discuss arrangements for computing services, which may be arranged within the department or may requires contact the University’s Information and Technology Services (ITS) office to make arrangements. Enclosed is a brochure with more information about services and resources during your visit.

International exchange visitors with DS-2019s issued by the University of Michigan must complete the following mandatory check-in process before their J-1 status can be officially activated in the SEVIS government database.

Mandatory Check-In for non-student exchange visitors is a three part process. Failure to complete all three parts of the mandatory check-in process will result in a loss of immigration status. The parts include:

(1) Pre-arrival online training

(2) Post-arrival online training

(3) Physical presence check-in (1 – 4 p.m., Monday through Friday)

International and domestic visitors are required to have health insurance which meets Federal and University standards throughout their entire stay.

If you have any questions regarding your visiting scholar 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

Enclosed: Visiting Scholar Informational Brochure