CURRENT DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear [NAME]:

I am pleased to inform you that your visiting scholar status at the University of Michigan has been renewed for the period START DATE to END DATE. Your sponsor is DEPARTMENT NAME, and they 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.

You will need to present this letter to renew your University ID card (Mcard). Upon renewal, you will continue to have full access to the University Library, including borrowing services. Fees are charged for copying and printing services. Visitors should talk to an administrator in their sponsoring unit about maintaining computing services. In some cases, computing services will be handled within the department. In other cases, you will need to 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 visiting scholars with a J-1 visa issued through the University of Michigan are required to must meet certain obligations to maintain legal immigration status. 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. Please consult with the International Center to determine if additional steps are required to maintain your status.

As a reminder, both 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