DIVISION OF HUMANITIES

Santa Cruz, California 95064

831.459.2696

Humanities.ucsc.edu

 DATE

XXXXXXX

ADDRESS

Dear XXXXXX:

The Department of XXXXX at the University of California at Santa Cruz, through the sponsorship of Professor XXXXXXX, is pleased to extend to you an invitation to come to UCSC as a Fulbright Visiting Scholar in the XXXXX academic year. We understand that you are applying to the Fulbright Visiting Scholars Program [OR OTHER NAMED FULBRIGHT PROGRAM] and that a letter of invitation from a host institution is a necessary part of that application.

Your affiliation with the University of California [to conduct research and attend classes] during your visit means that you must be appointed in a without salary research title. While the Department of XXXXX can make the recommendation for your appointment—indeed, we are pleased to do so--authority for the actual offer of appointment rests with the Dean of the Humanities Division, XXXXXXXXX. Should you receive the Fulbright Visiting Scholar grant to come to UCSC, the XXXXXX Department will make a recommendation to the Dean of Humanities for your visiting research appointment, without salary, effective XXXXXXX.

If you receive the Fulbright grant, we understand that Fulbright will apply for your J-1 Exchange Visitor visa and that you will come to UCSC with the appropriate visa status and identification paperwork. We will require that you apply for a Social Security number upon your arrival in Santa Cruz and that you complete employment forms to complete your appointment as visiting researcher. The following website provides information about obtaining a Social Security number once you are in the United States: <http://ssa.gov/> . Your UCSC appointment will be without salary, with the understanding that Fulbright will pay your stipend and expenses directly.

While at UCSC, you must also have health insurance benefits coverage for yourself and any accompanying family members. We understand that Fulbright would supply you, as the

visiting [student or scholar], with complete health benefits during your stay as a part of your grant. The following website provide information about health insurance options: <http://ieo.ucsc.edu/intl-scholars/j1/post-arrival-insurance.html>

During your stay you will be provided with an email account, a mail box, a University of California identification/library card, and shared office space [ADJUST THIS SENTENCE AS APPROPRIATE].

The University of California at Santa Cruz is a beautiful campus in a beautiful city and setting but in an area of California experiencing exceptionally high housing and rental costs. While the Department of XXXXX and the Division of Humanities are not in the position of being able to assist you with the acquisition of rental housing for your stay, we are able to provide you with a rentals listing and other resource information for both on- and off-campus housing. Please be sure to leave yourself ample time to secure housing, as it can be difficult to obtain in this area.

We are most excited by your potential visit to the University of California at Santa Cruz and look forward to hearing from you soon. Please let us know if you need any further information.

We wish you all success with your Fulbright application.

Sincerely,

XXXXXXX Department of XXXXXXX

Cc: FACULTY SPONSOR

 HUMANITIES ACADEMIC HUMAN RESOURCES