[School / College Letterhead]  
  
DATE  
  
Professor/Dr./Ms./Mr. FULL NAME  
DEPARTMENT  
ADDRESS  
  
Dear Professor/Dr./Ms./Mr. LAST NAME,  
  
It is my pleasure to inform you of your appointment as a Visiting Researcher in the Department of X beginning DATE and ending DATE. As you know, you are not an employee of Boston University and this appointment does not include salary, benefits, or any other form of financial support [other than [Research Related payments](https://www.bu.edu/ap/resources/research-related-payments/)].   
  
The appointment and duration of the appointment are conditional upon your completing all required training, as identified by [PI], your adherence to all Boston University policies, and satisfactory performance. The appointment may be terminated if you fail to meet these requirements, or your performance doesn’t meet the expectations required of the position.   
  
I would appreciate it if you would keep your department informed of major achievements in your scientific life and provide copies of your papers for the departmental files. It would also be appreciated if you would list your affiliation with Boston University in your publications and scientific presentations during your appointment as a Visiting Researcher.  
  
As a Visiting Researcher, you may make use of the library and its online resources, park at the standard faculty/staff rate, and receive a discount at the BU Bookstore. To request your Boston University Terrier identification card, which will provide access to these services, please contact your department administrator.  
  
If my office can be of assistance to you, please do not hesitate to let me know. Please accept my best wishes for a productive and rewarding time at Boston University.  
  
Sincerely,

(signature)

FACULTY NAME  
TITLE  
  
cc: Gloria S. Waters, Vice President and Associate Provost for Research [via [visiting@bu.edu](mailto:visiting@bu.edu)]