**Individuals in these positions require an invitation letter.
Please use the following template; if any changes are required, contact the SoM Dean’s Office for approval.**

**Visiting Postdoctoral Scholar Invitation Letter**

*[Date]*

*[Name]*

*[Address]*

*[City, State, Zip, Country]*

Dear *[Candidate’s Name],*

I am pleased to inform you that your appointment as a Visiting Postdoctoral Scholar at Stanford University in the Department of *[Department name]* in the School of Medicine has been approved for the period of *[month day, year] to [month day, year]*. The knowledge, experience and perspective of our Visiting Postdoctoral Scholarsand their allotment of time and effort are highly valued in our academic programs. In your role as Visiting Postdoctoral Scholar your duties include *[list duties, including clinical care, teaching, research, and administrative activities, as applicable.]*

As a matter of protocol, I would like to share with you the following important information:

* You are required to sign a Patent and Copyright Agreement with Stanford University, regardless of whether you are being paid by Stanford or not. The SU-18A Patent and Copyright Agreement takes into consideration that you may already have an intellectual property agreement.  This SU-18A agreement is filed electronically at <http://otlportal.stanford.edu/su18a>. If you do not have a conflicting intellectual property agreement with another employer, Stanford’s regular SU-18 agreement is applicable. This agreement may be reviewed at [Patent and Copyright Agreement (SU-18)](https://doresearch.stanford.edu/sites/default/files/documents/RPH%209%201_SU18_Patent%20and%20Copyright%20Agreement%20for%20Personnel%20at%20Stanford.pdf) and signed online at <http://axess.stanford.edu> . A Stanford ID will be required to access this link. Your departmental contact can assist with acquiring a SUNet ID.
* Your official title is “Visiting Postdoctoral Scholar” and may be used only during the appointment period noted previously. Your title must always be used in its entirety; it cannot be abbreviated or altered and may only be used in direct relation to your teaching, learning and research activities at Stanford.
* Your service as Visiting Postdoctoral Scholar is voluntary. Either party may withdraw from this arrangement at any time and for any reason.
* This position does not include eligibility for medical, dental or retirement benefits**.**
* This position does not confer eligibility for postdoctoral enrichment programs except on a space available basis, nor does it confer other rights or privileges established for postdoctoral scholars appointed at Stanford University. Policies for Stanford postdoctoral scholars do not apply to this position.
* **[Option for foreign visitor on J-1 visa, add:]** As a condition of your visa you must demonstrate that you will have sufficient funds to support yourself while in the United States. Stanford University charges a fee of $125 for preparation of the initial or a transfer visa certificate, the DS-2019 form, which is used to obtain the J-1 visa. Additional fees may be charged by the U.S. Citizen and immigration Services (US CIS) and the Student and Exchange Visitor Information System (SEVIS). Also, as a condition of your visa, you must establish health insurance coverage before leaving for the United States. Details of this coverage requirement will be found in documentation provided at the time the DS-2019 form is issued and on the Bechtel International Center web site at <http://icenter.stanford.edu/depts/j_status.html> . If needed, one of these companies can provide assistance:
	+ - Cordell Insurance Services Attn: Gary Cordell (650-322-6738)
		- Dworkin Insurance Services Attn: Earl Dworkin (650-329-1330)
* In conjunction with this position, you are agreeing to abide by all Stanford University policies, including the University’s Code of Conduct and applicable Conflict of Commitment and Conflict of Interest policies. Your position is governed by the applicable policies in the Stanford University Administrative Guide located at:

<http://adminguide.stanford.edu/>, and the University Faculty Handbook located at <http://facultyhandbook.stanford.edu>, and the Research Policy Handbook located at <http://rph.stanford.edu>.

* All equipment supplied by Stanford in order for you to perform your duties is owned by the university and is to be returned to Stanford in proper working order at the end of your appointment.
* Stanford University is committed to strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations.  Please visit <http://rph.stanford.edu/6-2.html> for information about Health and Safety at Stanford University: Principles, Responsibilities and Practices. Your departmental contact will advise you as to the specific training required. **If you will be working in a laboratory**, you will need to ensure that your research is conducted in accordance with health and safety standards, as presented to you in your health and safety training.  Your specific training depends upon your research/lab and you will be notified by your PI or departmental contact as to the specific training required.
* Due to the nature of your role, you may be required to attend sexual harassment prevention training, in which case you will receive information on how to enroll in this training in the near future.
* If you require an accommodation for a disability, please let the departmental contact listed above know.
* Please take this letter to the Stanford ID Card Office to receive a Stanford ID Card (a one-time fee may apply) that will allow you the benefits and privileges associated with your new appointment.  For information on Card Office hours and location, please visit <http://www.stanford.edu/services/campuscard/cardoffice.html> or call (650) 498-2273. Following your start date, you will also receive instructions from *[contact name]* abouthow to obtain a SUNet ID.

Please contact *[contact name]* at *[phone number]* or *[email]* should you have any questions. [*faculty sponsor]* and I are also available to help you with any other questions you might have regarding your position.

Although you are not appointed as a postdoctoral scholar at Stanford, you may find some useful information about campus life on Stanford’s postdoc website: <http://postdocs.stanford.edu/>.

Please sign and return one copy of this letter.

Please excuse the administrative tone of this letter, which does well in disguising our genuine enthusiasm and appreciation for all that you will contribute to our academic program.

Sincerely,

*[Department Chair name and title]*

I have read and accept the terms as set forth in this letter regarding my appointment in the (*department name*] in the School of Medicine at Stanford University.

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*[Candidates Name]* Date