SAMPLE MEMO TO REQUEST A VISITING SCHOLAR APPOINTMENT  
FROM THE DEAN

Date: [Today’s Date]  
To: [Dean]  
From: [Department Chair and/or Faculty Sponsor]  
RE: Request for Appointment of Visiting Scholar

Paragraph I – Basic Information  
The [Department Name] requests a Visiting Scholar appointment for [name of visiting scholar], [title/affiliation of visiting scholar in home country and name of home country institution/organization]. The duration of [visiting scholar] visit will be from [appointment begin date] to [appointment end date]. Include a statement of qualifications. Indicate how the invitee became known to the sponsor.

Paragraph II – Purpose and Scope of Visit  
[Visiting scholar] will be collaborating with [faculty sponsor] on the following project: [brief description of the project]. Outline the research plan and the expected outcomes.

Paragraph III – Financial Sponsorship (for Paid Position)  
The [department and/or faculty sponsor] has secured sufficient funds to support [list what the department will be providing: salary, living expenses, etc.]. The sources of these funds are as follows: [list the sources, such as grants, etc.]. Other funding which will be used to meet the minimum amount for inviting an international scholar as required by the International Programs Office comes from [list other sources, such as personal funding, private funding, salary from home institution, etc.].

OR

Paragraph III – Scholar’s Financial Ability (for Unpaid Position)  
The [visiting scholar] has confirmed sufficient funds to support her/his living expenses for the duration of the program as required by the International Programs Office. The sources of these funds are as follows: [list the sources, such as home institutional funds, corporate sponsorship, personal funds, etc., and attach documentation].

Paragraph IV – Additional Appointment Terms  
If any teaching is involved, indicate the course or courses to be taught and any special conditions. State specifically any supplemental UMD resources to be offered to the individual.

Paragraph V – Benefits and Conclusion  
Summarize the benefits of the appointment to the sponsoring faculty/department/institution. Thank you for considering this request. If you should have any questions, please contact [Dean, Chair and/or faculty sponsor]

[Signatures]