

Welcome Visiting Scholar email template and details on attachments to be included with the email:

[Input your greeting here]

I understand that you have been invited to Penn State as a Visiting Scholar in [insert Department] from [insert begin/end date timeframe]. Please read this email in its entirety, as there are actions that you must take ahead of your arrival.

**Please plan to return the items detailed below in #1 and #3 to me as soon as possible, preferably via email. Failure to do so may delay your arrival.**

1. Complete, sign, and return the attached Significant Financial Interest Disclosure form, the Visiting Scholar Agreement, and the Intellectual Property Agreement.
2. Review the attached letter of invitation and the Visiting Scholar policy (AC01) – see link below. Section III of the policy is particularly important. <https://www.policy.psu.edu/policies/ac01>
3. Go to <https://accounts.psu.edu/> and create a new account OR if you have visited Penn State before, please choose to recover your account. Please provide your access account and PSU ID obtained during this process in the email to me when returning the signed documents listed above in #1.
4. If you will be visiting for more than 14 days, you will be receiving a link from Penn State Human Resources (via First Advantage) to consent to and complete a background check. Please complete this promptly upon receipt.
5. [include if J-1 is needed] I will be working with you and Global Programs at Penn State on the J-1 visa process.

Please contact me if you have any questions, and welcome to Penn State!

Thank you,

[Sender's name]

**\*Please be sure to attach the following to the email:**

1. Letter of Invitation



Letter\_of\_Invitation  
\_Template\_10\_1\_19 I

2. Visiting Scholar Agreement (signed ahead of time by Associate Dean)



Visiting\_Scholar\_Ag  
reement\_12\_6\_19 DF

3. [Significant Financial Interest Disclosure form](#)

4. [Intellectual Property Agreement](#)