<College Logo>

<Student Contact Details, including name and address of home institution>

<Date>

**Re: Invitation for Visiting Student**

Dear Student,

On behalf of the Department of *<department name>*, I would like to extend an invitation for you to join us as a visiting graduate student under the mentorship of Professor *<professor’s name>*  for a period of*<number of semesters>* beginning *<date>* and ending *<date>*. As a Visiting Student intending to conduct research with a QU faculty member/research group, **you will not be eligible to register for any courses at Qatar University**.

I have attached a brief description of your responsibilities during your visit at Qatar University. If you have any questions about the work that we expect you will be doing here, please contact Professor <*professor's name*>.

As a Visiting Student, you will be responsible for all expenses during your stay, (i.e. airfare, visa fees, logistics, health insurance, accommodations and transportation). The College of <college name> will provide access to departmental laboratories and facilities as well as other Qatar University facilities, including the university library as needed. Detailed information about the Visiting Student Program is available at <website>.

Upon acceptance of this offer, kindly send us an official letter signed by your current supervisor indicating approval of your assignment at Qatar University, outlining the research to be performed and acknowledging your financial obligations during your stay to Qatar University. Consequently, you will need to communicate directly with your QU mentor to finalize your research proposal as soon as possible.

Visiting Student status is a privilege and not a right. Consequently, Visiting Students must abide by all Qatar University policies and applicable laws.

Please note that this invitation is contingent on the approval of all required supporting documentation by the Associate Dean of Graduate Studies and Research and the Associate Vice President of Graduate Studies.

We wish you success and look forward to your arrival on campus.

Sincerely,

*<signed>*

Chair, *<department name> and/or Associate Dean for Research and Graduate Studies*