[Visitor Name]

[Title]

[Institution/Company]

[Address]

[Country]

Dear [Name]:

We have invited you to visit the laboratory of [Host Name] in the [Host Unit] at Michigan Technological University from [Beginning Date] to [Ending Date]. The actual start date of your visit may be adjusted to accommodate your scheduling needs, provided however, that the revised dates must be set by mutual agreement between you and [Host Name].

During your visit you will not be an employee, agent, or student of Michigan Technological University. You will not be entitled to receive any compensation, benefits, or course credit from Michigan Tech in connection with this visit. To the contrary, it is our understanding that you will be fully self-supported by [Home Institution/Company Name] during your visit to Michigan Tech. *– Alter statement if being financially supported by a Michigan Tech department.*

**Details of your visit**:

Description of activities at Michigan Tech

* [description of the general purpose and goals of the visit]
* [include projects that can be observed vs. directly worked on]

Description of known risks

* [related to proposed activities at Michigan Tech, as applicable]

Required training

* [prior to conducting work Michigan Tech as applicable, e.g., laboratory safety training]

Compensation (if any)

We are enclosing a copy of the University’s Foreign Visitor Agreement (“Visitor Agreement”) for your review and signature. The terms outlined in both this invitation and Visitor Agreement will govern your stay here. Details specific to your visit are outlined in this letter, including what projects you can observe and work on while in our [Host Unit], while the Visitor Agreement addresses various other matters, including intellectual property ownership. As described in the Visitor Agreement, some or all of the work product and/or intellectual property you create during your visit may be owned by Michigan Tech. This invitation is contingent on your agreement and the agreement of [Home Institution/Company Name] to abide by the provisions in this letter and the attached Visitor Agreement. If you do not agree to comply with these terms, you may not visit our [Host Unit]. Hence, we are requesting that you and an authorized signatory of [Home Institution/Company Name] sign the Visitor Agreement where indicated and return the signed copy to us, along with a counter-signed copy of this letter. Michigan Tech must receive a countersigned copy of this letter and the signed Visitor Agreement prior to your arrival.

Please feel free to contact [Contact Person] if you have any questions regarding your visit. We look forward to a productive visit for both you and Michigan Tech.

Sincerely,

Dr. David Reed

Vice President for Research

Michigan Technological University

1400 Townsend Dr

Houghton, MI 49931

Enclosure: Michigan Technological University International Visitor Agreement

By signing below, I accept the invitation to visit Michigan Technological University and agree to abide by the terms and conditions of this letter and in the enclosed Visitor Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| Visitor Signature: |  | Date: |  |
| Printed Name: |  |

**Authorized signatory for visitor’s home institution or company**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Printed Name: |  |
| On behalf of:  |  |

(Institution or Company Name)

The Michigan Tech Host will sign below to acknowledge receipt of the signed agreement:

|  |  |  |  |
| --- | --- | --- | --- |
| Host Signature: |  | Date: |  |
| Printed Name: |  |



**Visitor Agreement & Release**

*Required of all Foreign Visitors*

Michigan Technological University (herein referred to as “Michigan Tech”) is pleased to welcome you to our campus as a visitor. The details of your visit, including role on campus, campus host, visit duration, and expected activities are outlined in your invitation letter. Michigan Tech is committed to full compliance with all applicable U.S. laws and regulations, including those related to export control. Primary responsibility for complying with export controls lies with the Principal Investigator or host of a foreign visitor. Sharing controlled items or information with a foreign national as well as shipping controlled items to a foreign destination may require export licensing.

**In addition to details included in the invitation letter, please affirm your acceptance of the terms of this agreement, stated below, with your signature.**

1. I understand and agree that my visit will be between the dates specified in my invitation letter and that any changes must be mutually agreed upon between myself, my stated host, and Michigan Tech. At the end of such period, I understand that my access to all Michigan Tech facilities will cease.
2. Unless otherwise specified in the invitation letter, I understand and agree that my visit is in no way an offer of employment by Michigan Tech and that I shall not receive, nor be entitled to receive any academic credit, compensation, reimbursement, or remuneration for my activities at Michigan Tech, except as outlined in my invitation. I further agree to release Michigan Tech from any and all claims to compensation, reimbursement, or remuneration related to my visit. I also understand and agree that at no time will I be considered or deemed to be an agent, servant, or employee of Michigan Tech and that my visit does not entitle me to a job at the conclusion of my visit.
3. Unless otherwise specified in the invitation letter, I understand that I am (either personally or through my institution/company) responsible for providing and paying for my own food, lodging, transportation (to and from Michigan Tech and throughout the duration of my visit), healthcare, and other needs while visiting Michigan Tech.
4. I understand that I will be visiting a major research university, and I therefore agree to act appropriately and in a professional, courteous manner during my visit.
5. I understand that during my visit, I may have access to, or may observe, sensitive University information. I hereby agree to maintain the confidentiality and security of any student, personal, and proprietary data and will not disclose, discuss, or reveal any such information to unauthorized individuals.
6. I (and my company/institution) understand and agree that, unless a separate written document is executed by Michigan Tech that allows me (and/or my institution or company, as applicable) to keep ownership of and/or use work I create while a visitor of Michigan Tech, that any and all copyrights, trademarks, patentable inventions, computer software, and/or any and all other intellectual property rights will be irrevocably assigned and transferred to Michigan Tech. I (and my company/institution, as applicable) agree to execute any documents necessary to confirm such assignment and provide all necessary information for the University to secure proprietary protection to such assigned subject matter.
7. Unless otherwise specified in the invitation letter, I understand that as a university visitor, I am not entitled to receive Workers Compensation benefits or any other benefits of employment from Michigan Tech, including but not limited to, health care, vacation, or sick time. Further, I understand that as a university visitor, Michigan Tech does not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses incurred by me. Michigan Tech strongly encourages all foreign visitors to ensure they have medical insurance during their visit.
8. While a visitor I agree to conduct myself in compliance with any and all applicable laws, regulations, Michigan Tech policies, and any specific instructions/limitations of which I am informed of by Michigan Tech with respect to the use and access of Michigan Tech’s facilities and/or assets.
9. I understand that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Michigan.
10. In the event of an emergency, I grant Michigan Tech permission to authorize emergency medical care and treatment.
11. I understand and agree that Michigan Tech may terminate my visit at any time, with or without cause.
12. Due to COVID-19, I will follow the [Centers for Disease Control and Prevention (CDC) international travel guidelines](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html) for my travel/arrival to Michigan Tech.