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**TEMPLATE LETTER**

* *Please complete the relevant sections and have it signed by the*

*Head of Department.*

* *Once completed, please ensure that the letter is saved as a PDF document before sending it on to your visitor.*

Date

Name

Via email

Dear NAME

**Invitation to visit the University of Huddersfield as a**

**Sponsored Researcher on a Temporary Worker (GAE) Visa**

On behalf of the University of Huddersfield I would like to invite you to work with us as a Sponsored Researcher in the SCHOOL NAME at the University of Huddersfield,

The period of your visit will be from ENTER START DATE to ENTER END DATE.

At Huddersfield you will carry out research in and around the disciplines of ENTER SPECIFIC DETAILS which we understand to encompass your fields of specialisation. The research will involve data gathering, analysis and collaboration with members of staff and PhD students.

This offer is made on the understanding that all of your living and travel costs in the UK and your travel costs to and from the UK, are paid for by the NAME OF COUNTRY authorities. It is also, of course, subject to you meeting the Home Office regulations on entry to the UK.

Yours sincerely

HEAD OF DEPARTMENT