Date

Employee Legal Name Employee G Number Employee Full Address

Dear Employee Legal Name:

The department of college and I are pleased and honored that you will be joining us as a Guest Scholar at Grand Valley State University from date to date. During your stay, your faculty contact will be title, name, and phone number.

As a Guest Scholar, you will be assuming the following responsibilities: insert here the department specifies who, what, where, when, why -- e.g., lecturing, observing teaching methods. You will not receive pay from Grand Valley State University, but you will have access to various University services.

In order to facilitate your visit and get you authorized to use the campus services, please fill in the requested information below:

1. Where will you be residing during your stay (what local address if known at this time)?
* House or apartment number and street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MI
1. Will you be driving to campus and require a parking permit? YES\_\_\_\_ NO \_\_\_\_
2. What is your date of birth? (m)\_\_\_ (d)\_\_\_ (year)\_\_\_\_\_\_\_
3. If there should be an emergency, whom should we contact?
* Name of contact (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telephone number (\_\_\_) \_\_\_\_-\_\_\_\_\_\_

I would appreciate your signing, dating and returning this letter to me.

We look forward to meeting you and welcoming you to our campus!

Sincerely,

Dean/Appointing Officer Name Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Appointing Officer Title

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_