Date

Affiliate’s Full Legal Name

and foreign street address

Dear Name:

Upon the recommendation of Dr. faculty supervisor name, I am pleased to offer you an appointment as a **Research Affiliate** in the **Department of XXXX**. The dates for this appointment are mm/dd/yyyy to mm/dd/yyyy. Describe research activities, faculty associate/supervisor, etc. This affiliate appointment carries no compensation, no standing in regard to a regular faculty appointment, and no privileges with respect to tenure or voting. We are, however, pleased to provide… describe options such as office space, library access and specific equipment or other support services associated with the research activities.

Under policy approved by the Board of Trustees, depending on the duties and responsibilities associated with this appointment, this offer may be contingent upon the completion of a satisfactory criminal background check. Background check screenings are conducted by HireRight, an outside agency. Please reference [UNIV 2.50 -Affiliate Appointments](https://www.sc.edu/policies/ppm/univ250.pdf) for additional information.

If you are a non-U.S. citizen, this offer is contingent upon the following conditions:

* Upon acceptance of this offer, you must work with the USC Office of International Services (HR-OIS) to provide documents required by U.S. immigration law; With the assistance of HR-OIS, you must obtain approval from U.S. Citizenship and Immigration Services to be affiliated with the University of South Carolina in an appropriate immigration classification prior to the starting date of your appointment.
* With the assistance of HR-OIS, you must obtain approval from U.S. Citizenship and Immigration Services to be employed by the University of South Carolina in an appropriate immigration classification prior to the starting date of your appointment.
* The University of South Carolina cannot be responsible for your failure to comply with U.S. immigration laws, nor can we be held liable for limitations set forth in the U.S. Immigration and Nationality Act.

If you accept the terms of this appointment, please sign at the bottom of this letter, and return a copy to us as soon as possible. Thank you.

Sincerely,

Name of Unit Head

Title

I hereby accept the terms and conditions outlined above.

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Name Date

cc: College/School of XXX

 HR-OIS