Date

Name

Address

City, State Zip Code

Dear (Name):

The University of Houston is pleased to offer you the research position of (title) with the (dept title) department. Your expected start date of employment is  (start date), and this assignment will end on  (end date). Your research will focus primarily on (description of research)

We look forward to utilizing and expanding your knowledge, skills and abilities as you grow with the University. Should you choose to accept our offer, your starting pay rate will be $      per (hour/month). This position is (exempt/nonexempt) and will have a probationary period of (6/12) months from the date of hire. This employment relationship is contingent upon continued receipt of grant money which funds this position.

All employees are required to use direct deposit for salary payments. If circumstances currently do not permit you to have a bank account, a Pay Card Account will be opened for you via Bank of America.

This offer is contingent upon your ability to provide appropriate employment authorization to work in the United States, as required by federal law. It is your responsibility to apply for and obtain visa approval to enter the U.S. Our Business Office in conjunction with the Office of International Student and Scholar Services Office (ISSSO) will work with you to ensure receipt of the information necessary for processing the required employment authorization.

Immediately after you arrive in the U.S., you are required to report to the International Student and Scholar Services Office to complete the check-in process. In the event that your arrival is delayed due to the visa application process, please inform us as soon as possible so we may adjust your program date appropriately. If you do not complete the Check-In process within 30 days of the start date on your DS-2019, your J Program will be cancelled.

As a J-1 visa holder, it is expected that you will be involved in activities that will allow for cultural exchange among faculty, staff, students and the Houston community. The International Student and Scholar Services Office will provide you with the Exchange Visitor Program regulations and your responsibilities. You are responsible for adhering to all university, immigration and exchange visitor program regulations and procedures.

As part of the terms of your J-1 visa, you are required to purchase and maintain health and emergency evacuation/repatriation insurance that meets the minimum standards set by the U.S. Department of State’s Exchange Visitor Program. If you intend to bring dependents, you will need to request the DS-2019 form and provide evidence of the required health insurance and financial support for each dependent family member. Additional information concerning health insurance requirements is described in this packet.

Please visit the following sites and review some of the benefits the University of Houston has to offer. Once you accept this offer, you will attend our New Hire Orientation for new employees where you will receive more information, details and discussion about becoming a part of the University of Houston team.

* Benefits (Employee Retirement System): <http://www.ers.state.tx.us>
* New Hire Orientation: <http://www.uh.edu/human-resources/for-employees/new-employees/new-hire-orientation/index.php>

We hope that you will choose to join us and we look forward to working with you. Please indicate your acceptance of the (title) position by signing this letter below and returning it no later than five working days from the time of receipt. This employment relationship with the University of Houston is at-will, which means that either you or the University may end the employment relationship at any time with or without cause.

Please complete and return the enclosed Personal Data Sheet (3 pages total) with this letter. Failure to complete and return the enclosed PDS at least five days prior to your start date will delay access to many campus services, including parking.

If you have any questions about this position, please feel free to call (hiring dept) at (phone).

Sincerely,

(hiring manager)

I hereby accept employment with the University of Houston.

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Signature Date