University of Houston

Request for Visiting Student Research Assistant

Confirmation of Enrollment and Mentorship

This form, or a memo with all required information noted below, should be attached to any Personnel Action Request hiring an Undergraduate Visiting Research Assistant (Job Code 3082) or a Graduate Visiting Research Assistant (Job Code 3083). It must be approved by the academic department official at the student’s home institution, and countersigned by the faculty mentor at University of Houston.

This memo confirms that Student Name is a student in good standing at College/University, studying for the degree of Degree, and currently enrolled at the institution for the Semester / Year semester. He/She will be studying during this period under the mentorship of Mentor Nameat the University of Houston.

I certify that the above information is accurate to the best of my knowledge and belief.

**Enrolling Institution:**

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Name and Title Signature Date

**University of Houston**

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Faculty Mentor’s Name Signature Date