Select the date

Enter visiting intern’s full name

Enter visiting intern’s address line 1

Enter visiting intern’s address line 2

Enter visiting intern’s address city, state, zip

Dear Enter visiting intern’s name:

We are pleased to accept you as a Visiting Intern at Temple University. We anticipate your enjoying a positive experience with us.

**TERMS AND CONDITIONS OF THE VISITING INTERNSHIP**

**Department/Unit Hosting Visiting Internship**

Enter department/unit in the select appropriate school/college

**Mentor/Administrator in the Department/Unit**

Enter name of mentor/administrator

**Period of the Visiting Internship**

Select start date – select end date

Any change in start date must be approved in writing by your mentor/administrator and the Graduate School.

**Annual Stipend**

The Visiting Intern does not receive a stipend from Temple University.

**Type of Service Required**

By participating as a Visiting Intern, you agree to enter description of Visiting Internship. The length of your Visiting Internship is stipulated above. All Visiting Internships are for one month to one year. Your internship is renewable for the initial term upon written agreement, provided successful review of an evaluation.

**Benefits Awarded**

This Visiting Internship does not carry any health or welfare benefits from Temple University.

**Performance of Service**

In the performance of your functions as a Visiting Intern, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary service responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Policies and Procedures of Temple University**

As a Visiting Intern, you are subject to all policies and procedures of Temple University and its schools/colleges. Applicable policies may be examined in the Office of the Secretary or on Temple University’s policy website (<http://policies.temple.edu>). By signing and initialing each page of this letter, you agree to be bound by all policies and procedures including, but not limited to, Temple University’s Invention and Patent Policy and Guidelines for Research and Other Sponsored Activities. In addition, you hereby assign to Temple University any and all intellectual property rights in any inventions created by you during the period of your internship and emerging from any university research or development activity, or from use of any university facilities or equipment. University policies are revised periodically, and you are responsible for adhering to the then-current version as maintained by the Office of the Secretary.

**Proof of Citizenship or Authorization to Provide Service in the United States**

Federal law requires that all persons provide evidence of eligibility to participate in this Visiting Internship within three days of the start date. Temple University requires that this eligibility documentation be provided **in person** at Temple University **before** engaging in the internship at the University. Accordingly, you will need to provide the necessary documents. If you are a citizen, lawful permanent resident, or non-resident alien, you must complete the I-9. Enclosed is a list of original documents you must provide to complete the I-9 form and verify eligibility. Other required documentation may include copies of relevant immigration documents, your passport, the visa issued to you to participate in this activity, and your Form I-94/Departure Record verifying the status granted to you upon entry to the United States. If you are a non-resident alien and have any questions concerning the documents you must provide, please contact the Office of International Student and Scholar Services at 215-204-7708 or by email at [isss@temple.edu](mailto:isss@temple.edu).

If you are on a non-immigrant visa and begin participating in this internship prior to your official start date, you may be considered to have violated your visa status. If applicable, all visa issues must be completed prior to your arrival at Temple University.

**INSTRUCTIONS FOR ACCEPTING THE VISITING INTERNSHIP**

**Deadline to Accept the Visiting Internship and Return Required Documents**

Please indicate your acceptance of the terms of the Visiting Internship by signing, dating, and returning this original letter and one of the enclosed copies; an additional copy is included for your personal files. This offer must be accepted within 20 days of the date of this letter, or the offer is null and void.

**Acceptance Deadline for Visiting Internship**

Select acceptance deadline date – which is 20 days from the date of this letter

If you anticipate any difficulty in returning your acceptance within the time required, please contact Nina Marie Campellone, Project Manager of the Postdoctoral Fellows Office, by telephone, email, or fax prior to select acceptance deadline date.

Best wishes for success as a Visiting Intern at Temple University.

Sincerely,

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Zebulon V. Kendrick, Ph.D. Enter name of mentor/administrator

Vice Provost, Graduate School Select school/college of mentor/administrator

**ACCEPTANCE**

**I accept the terms and conditions of the Visiting Internship as contained in this document, including, but not limited to, the requirement of assigning certain patent and other rights to Temple University.**

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Visiting Intern’s Signature Date

**RETURN ALL PAGES OF THIS DOCUMENT (the Original and one Copy) SIGNED AND INITIALED TO:**

Nina Marie Campellone

Project Manager, Postdoctoral Fellows Office

Temple University Graduate School

1803 North Broad Street, 501 Carnell Hall

Philadelphia, PA 19122-6095

[campello@temple.edu](mailto:campello@temple.edu)

Voice: 215-204-6587

Fax: 215-204-8781

CC: Kathleen Nogami, Director of Human Resources Payroll Management

Enter name of mentor/administrator, Mentor/Administrator

Enter dean’s name, Dean of Select appropriate school/college

Enclosures: Enter any enclosures