**Home Institution Letterhead**

**Visiting Scholar (Non-Student)**

Date:

Dear:

I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**please describe your position with the institution**]. This letter will confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ **Scholar Name**] is a current \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**affiliation: e.g., faculty member, researcher**] and will be funded by our institution while he/she is obtaining an opportunity at UCSF as a Visiting Scholar for the purpose of a short-term educational, research, or academic project.

We will support [**Scholar Name**] in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**convert to US dollars**) [**Month-Day-Year**] to [**Month-Day-Year**].

Should you have any questions, please do not hesitate to contact me at: email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information: