***Use PI’s letterhead***

Name of MIT faculty host

Name of host department/lab

Course #

Address (If it’s not printed on the letterhead)

Phone # (If it’s not printed on the letterhead)

Date:

Re: Invitation Letter for (full name of student as it appears on passport)

To Whom It May Concern,

This is to inform you that we wish to extend Mr./Ms. name of student’s appointment as a Visiting Student in the Research Laboratory of Electronics and name of department affiliation (if any) from month, day, year to month, day, year. Mr./Ms. name of student will be working under my supervision.

His/Her research project will involve brief description of research (2 to 3 sentences).

Mr./Ms. name of student date of birth is MM/DD/YYYY. He/She is currently a graduate/undergraduate student at name of home institution in city, state, country. He/She is a citizen of country of citizenship and resides at address of student and can be reached at email address, and phone number.

The student’s Fall/Spring/Summer term registration and student activity fees of $xxxxxx will be paid by the student through source of funding or by me and will come from cost object xxxxxxx.

I will/will not provide a monthly stipend. *(If the PI will provide a stipend, note the monthly amount and cost object).*

For further information please contact Maxine Samuels at msamuels@mit.edu or   
(617) 253-5281.

Sincerely,

Name of Professor

Title of Professor