



Universidad Complutense de Madrid
Vicegerencia de Investigación

ANEXO II [English version]

SAMPLE LETTER OF INVITATION FOR VISITING RESEARCHERS

Dear _____, I
am pleased to authorize your assignment as a Visiting Researcher/Scholar
(*Investigador Visitante*), without being paid, in the Department
of _____, for the period
from _____ through _____, and welcome
your participation in our scholarly community, as you conduct
research in _____ under the
supervision of _____.
An identification card (ID) to entitle you to use the University libraries and sports
facilities will be issued by the "Servicio de Personal" (Personnel Office) at the
Faculty _____ of _____

_____, located at _____.

Please, note that Visiting Researcher status does not guarantee assignment of
an office or workspace. These must be negotiated with the sponsoring
department or research unit. This is what we can offer at our Department ([click
if appropriate](#)):

- ___ An office:
- ___ A computer:
- ___ A table (workspace) at a shared office:
- ___ Access to laboratory or special facilities (if required):
- ___ Access to hospitals (if required):

___ Full use of the Department libraries/archives (if applicable):

Please, note that upon your arrival you will have to submit the following
documents to the Department/Institute Secretary:

- a) Copy of ID or passport
- b) Copy of VISA, if required
- c) Copy of health insurance while in Spain
- d) Copy of the request you sent and the acceptance letter you received

I hope that your research goes well while you are here. If there is anything that
my colleagues or I can do to assist you, please let me know.



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Please indicate your acceptance of this assignment by signing the original of this letter and returning it to me by e-mail. One copy should be retained for your records.

Sincerely,

SIGN IN AGREEMENT:

I agree with all conditions of this assignment and will abide by all University rules and regulations:

C/c: Department Chair/Program Director
C/C: Faculty Dean