**APPENDIX II: Template for researcher/visitor letter of invitation**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am pleased to extend this invitation as an unpaid visiting researcher in the Departament of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during the period between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and to welcome you to our academic community, in order to carry out your research in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ << please enter the title of the proposal>> under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ << please enter the UNIR research tutor>>.

Upon your arrival at UNIR, the "Staff Service" for the School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <<building address which will be provided to you>>, will issue you a badge which will allow you to access UNIR facilities.

Please take into account that the category of Visiting Researcher does not guarantee the allocation of an office or workspace. These details must be negociated with the receiving research departament or institute.

The following is what we can offer you during your placement in our department (add an X as appropriate):

• Table (workspace) in a shared office:

• Access to laboratories or special facilities (if neccessary):

• Others (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Please take into account that upon your arrival, you will need to present the following documents:

a) Copy of DNI or passport.

b) Copy of visa, if applicable.

c) Copy of medical insurance for the duration of your stay in Spain.

d) Copy of the application sent and the acceptance letter received.

We look forward to your response, and we hope that your research during your placement with us is successful. If there is anything that my colleagues or I can do to help you, do not hesitate to ask.

I kindly ask that you sign this letter as proof of your acceptance of its contents, and that you send this to my email address. You should keep a copy to present upon your arrival at UNIR.

Kind regards,

<Please enter the name of the UNIR tutor > Department:

SIGNATURE OF ACCEPTANCE:

I accept all the conditions of this placement and I agree to comply with all university rules and regulations:

<Please enter the name of the candidate>

Date and signature:

c/c: Department or Institute Director: <name>, <department>

c/c: School Dean

Date and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_