

Date:

John H. Byrne, Ph.D.
Assistant Dean for Research
The University of Texas-Houston Medical School
MSB G.300

Dr. Byrne,

I am writing to request the appointment of **(Appointee Name Here)** as a Visiting Student Fellow, job code (0989) in the Department of _____.

(Appointee Name) is currently enrolled in the _____ degree program at **(University Name Here)** with a specialization in _____.

(Appointee Name) currently holds a J-1 Visa and will receive an annual salary of \$_____, effective _____ through _____. An agreement has been reached with (University Name Here) to pay \$_____ for the first six (6) months of training **(indicate duration of training here)**. **(Appointee Name Here)** will then be supported through **(indicate duration here)** through the _____ Grant.

(Appointee Name Here) responsibilities will include but will not be limited to conducting research in the area of cardiovascular diseases. Additional responsibilities will include participation in non-clinical activities of the Department and Division as deemed necessary by her sponsoring Principal Investigator **(PI Name Here)**.

Thank you for your consideration of my request.

Sincerely,
Department Chair
Department Name

Approved: _____

John H. Byrne, Ph.D.