DATE

TO: Wendy Powers

Associate Vice President

FR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host ANR Appointee/PI

**RE: Visiting Scholar Request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Prospective Visitor’s name)**

I would like to request the Visiting Scholar appointment of \_\_\_\_\_\_\_\_, PhD candidate and \_\_\_\_\_\_\_\_Researcher at the \_\_\_\_\_\_\_\_, City, Region, etc.\_\_\_\_\_ Country. I am requesting the appointment for \_\_\_\_\_\_\_\_months beginning \_\_\_\_\_\_\_\_through \_\_\_\_\_\_\_\_. I understand the title would be \_\_\_\_\_\_\_\_with the relevant title code \_\_\_\_\_\_\_\_.

I am leading an ongoing \_\_\_\_\_\_\_\_project entitled, \_\_\_\_\_\_\_\_. The purpose of this project is to \_\_\_\_\_\_\_\_. Specific objectives are: 1) evaluate the response of \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_; 2) compare \_\_\_\_\_\_\_\_; and 3) assess \_\_\_\_\_\_\_\_. This project started in \_\_\_\_\_\_\_\_and will be performed for \_\_\_\_\_\_\_\_more consecutive \_\_\_\_\_\_\_\_s. The results from this study will: 1) advance the state of knowledge regarding \_\_\_\_\_\_\_\_; 2) develop critical knowledge and data related to \_\_\_\_\_\_\_\_; 3) increase stakeholder’s understanding of \_\_\_\_\_\_\_\_and its economic and environmental benefits; and 4) help growers and users of \_\_\_\_\_\_\_\_be more aware of \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_holds Master and Doctoral degrees in \_\_\_\_\_\_\_\_. Mr./Ms./Dr. \_\_\_\_\_\_\_\_ is a PhD candidate and researcher in \_\_\_\_\_\_\_\_. In lieu of the terminal degree in \_\_\_\_\_\_\_\_discipline, She/he possesses \_\_\_\_\_\_\_\_number of years of relevant work experience enumerated here and on her/his CV. (Describe relevant work experience.) She/He has extensive research experience in \_\_\_\_\_\_\_\_regions shared by California and \_\_\_\_\_\_\_\_visitor’s country. As such, she/he is fully prepared to perform research and extension activities in \_\_\_\_\_\_\_\_. Her/His expertise will enhance field, laboratory, and data analysis of my current project. She/He will receive training in \_\_\_\_\_\_\_\_technology and methods used to evaluate \_\_\_\_\_\_\_\_practices such as spectral reflectance sensors and drones. Hosting \_\_\_\_\_\_\_\_will expand future collaborations between \_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_.

Ms./Mr./Dr. \_\_\_\_\_\_\_\_will provide her/his own transportation to, from and \_\_\_\_\_\_\_\_. She/He will reside at \_\_\_\_\_\_\_\_ and facilities, lab, office space will be made available to her/him.

*Add to this memo what information the host will share with the visitor to acclimate the visitor to the geography such as worship, shopping, public transit, cultural opportunities, etc.*

*If the academic has prior professional affiliations with the proposed appointee, such info should be included in the memo.*

*Modify this paragraph as it relates to your visitor’s visa and financial circumstances if necessary. Some visitors will have their fees paid for by their own sponsor, not UC ANR, meaning that the ANR Host Appointee won’t be responsible for said fees.* As part of my request, I understand that I will be responsible for the $526 fee to the Services for International Students and Scholars for the processing of the J-1 Initial Application. I have indicated the relevant account, fund, and sub-account string on the attached Request Form.

Your review and approval of my request is appreciated.

Sincerely,

ANR Host Appointee

Title