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Date

## Sample invitation – NO FUNDING

Dear Mr., Dr., Professor:

This letter is to formally invite you to spend the period of (**start date – end date**) in the School of Computer Science at McGill University in Montreal, as a (**title**), working under the immediate supervision of (**Professor's name**). However, since you will be coming with your own funding, you will not receive any other salary while at our School, except for reimbursement of expenses related to \_\_\_\_\_ (**if applicable, otherwise delete this part of the sentence**).

During your stay, your duty will be to do research and collaborate with students and reserachers in (**Professor's name**) lab where you will be working on (**title of project**), and other projects of mutual interest. You will be provided with a desk and computer in a shared office, will have library borrowing privileges, and a SOCS E-Mail account. Finally, please note that you must obtain private insurance coverage before leaving your country.

We hope that these arrangements will be convenient, and are looking forward to your arrival.

With best regards,

Professor

Contact: Lise Minogue (00126) or lise AT cs.mcgill.ca

