Select the date

Enter F-1 research exchange student’s full name

Enter F-1 research exchange student’s address line 1

Enter F-1 research exchange student’s address line 2

Enter F-1 research exchange student’s address city, state, zip

Dear Enter F-1 research exchange student’s name:

We are pleased to invite you to engage as a full-time F-1 Research Exchange Student at Temple University in the select appropriate school/college. We anticipate your enjoying a positive mentoring experience with us.

**TERMS AND CONDITIONS OF THE F-1 STUDENT RESEARCH EXCHANGE**

**Department Hosting Student Research Exchange**

Enter department in the select appropriate school/college

**Faculty Mentor in the Department at Temple University**

Enter mentor’s name

**Collaborating Faculty Mentor at Home Institution**

Enter mentor’s name at enter name of home institution

**Period of the F-1 Student Research Exchange (Not to exceed 24 months)**

Select start date – select end date

Any change in start date must be approved in writing by your faculty mentor and the Graduate School. Note that an extension of no more than one additional year may be granted to the F-1 Research Exchange Student.

**Funding**

The expenses for your F-1 Student Research Exchange mentoring experience at Temple University are funded by enter the name of the funding source in the total amount of enter total funding.

**Program Objectives of the F-1 Student Research Exchange**

During the period of research exchange, the F-1 Research Exchange Student will describe the goals that the research exchange student is expected to achieve while at Temple University.

**Requirements for the F-1 Student Research Exchange**

The F-1 Student Research Exchange mentoring experience will fulfill the educational objectives for your current degree program at your home institution. It cannot serve to fill a labor need for Temple University and must exist solely to assist you in achieving the Program Objectives described above. The research exchange mentoring experience must consist of research-based learning, rather than ordinary employment or unskilled labor. All tasks assigned must be necessary for the completion of the research exchange program. The F-1 Student Research Exchange mentoring experience must expose you to American techniques, methodologies, and technology; expand on your existing knowledge and skills; and not duplicate your prior experience.

**Required Evaluations**

Temple University requires evaluation(s) to be completed prior to the conclusion of a student research exchange mentoring experience. Both the F-1 Research Exchange Student and the Faculty Mentor must sign the evaluation form(s). At a minimum, all programs require a concluding evaluation; programs that last longer than six months also require a midpoint evaluation. The Office of Global Programs must receive the midpoint evaluation, if applicable, within two weeks of the midpoint date and the final evaluation within two weeks prior to your departure.

**Benefits Awarded**

The F-1 Student Research Exchange program provides student health insurance and tuition for one research credit of course number 9998 each Fall and Spring academic term for the duration of the F-1 Research Exchange Student’s mentoring experience.

**Performance of Service**

In the performance of your functions as an F-1 Research Exchange Student, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary service responsibilities at the institution. F-1 Research Exchange Students are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Policies and Procedures of Temple University**

This F-1 Student Research Exchange program is subject to all policies and procedures of Temple University and its schools/colleges. Applicable policies may be examined in the Office of the Secretary or on Temple University’s policy website (<https://secretary.temple.edu/policies>). By signing and initialing each page of this letter, you agree to be bound by all policies and procedures including, but not limited to, Temple University’s Invention and Patent Policy and Guidelines for Research and Other Sponsored Activities. In addition, you hereby assign to Temple University any and all intellectual property rights in any inventions created by you during the period of your research exchange mentoring experience and emerging from any university research or development activity, or from use of any university facilities or equipment. University policies are revised periodically, and you are responsible for adhering to the then-current version as maintained by the Office of the Secretary.

**Compliance with Export Control Laws**

It is the policy of Temple University to comply with U.S. export control laws. Export control laws restrict certain types of information, technologies, and commodities that can be transmitted overseas to entities and individuals, including U.S. citizens, or made available to foreign nationals on U.S. soil. By signing this letter, you agree that: (a) you will comply with any and all University export control, security, and access policies, procedures, and guidelines, as found on Temple University’s policy website (<https://secretary.temple.edu/policies>); and (b) you will not use or otherwise disclose the export controlled objects for any purpose other than the research or activity referenced herein.

**INSTRUCTIONS FOR ACCEPTING THE F-1 STUDENT RESEARCH EXCHANGE**

**Deadline to Accept the F-1 Student Research Exchange and Return Required Documents**

Please indicate your acceptance of the terms of the F-1 Student Research Exchange by signing, dating, and returning this original letter and one of the enclosed copies; an additional copy is included for your personal files. This offer must be accepted within 30 days of the date of this letter, or the offer is null and void.

**Acceptance Deadline for the F-1 Student Research Exchange**

Select acceptance deadline date – which is 30 days from the date of this letter

If you anticipate any difficulty in returning your acceptance within the time required, please contact Erika Clemons, Director of Global Programs, by telephone or email prior to select acceptance deadline date.

Best wishes for success as an F-1 Research Exchange Student at Temple University.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zebulon V. Kendrick, Ph.D. Enter mentor’s name

Vice Provost, Graduate School Select mentor’s school/college

**ACCEPTANCE**

**I accept the terms and conditions of the F-1 Student Research Exchange as contained in this document, including, but not limited to, the requirement of assigning certain patent and other rights to Temple University.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

F-1 Research Exchange Student’s Signature Date

**RETURN ALL PAGES OF THIS DOCUMENT (the Original and one Copy) SIGNED AND INITIALED TO:**

Erika Clemons, Director of Global Programs

Temple University Office of International Affairs

1803 North Broad Street, 403 Conwell Hall

Philadelphia, PA 19122-6104

[elc@temple.edu](mailto:elc@temple.edu)

Voice: 215-204-9570

CC: Enter mentor’s name, Faculty Mentor

Enter dean’s name, Dean of Select appropriate school/college

Enter chair’s name, Department Chair

Enclosures: Enter any enclosures