ATTACHMENT 1

UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM

LETTER OF INVITATION

E-mail completed letter of invitation for review to International Student and Scholar Services (ISSS) at isss@miami.edu. If the Participant meets the requirements of the Observership Program, ISSS will notify the Department via e-mail to send the letter to the Participant.

[DEPARTMENT LETTERHEAD]

Dear Dr./Mr./Ms. ____________________:

The University of Miami, in keeping with its commitment to global exchange, is pleased to invite you to participate in an observership at the Department of ____________________________.

As part of your Observership, you will be permitted to observe the activities of the University’s [department/division/institute], which include [description of the activities of the department/division/institute]. Your Observership will be for a [two-week, one month, etc.] period from __________________ to __________________.

Your Observership is strictly an observational tutorial program, which does not permit any direct patient contact or care or any research or other hands-on work. Your Observership is not an offer of or employment by the University of Miami and you shall not receive, or be entitled to receive, any compensation or remuneration for your participation in the Observership.

The University of Miami is very pleased to offer you this opportunity and looks forward to your participation in the Observership Program.

Sincerely,

_____________________

The following three signatures are required to participate in the University of Miami Observership Program:

1) UM Department Sponsor inviting Participant:

____________________________________________________________________________

(name) (title)
____________________________________________________________________________

(signature) (date)
2) Department Chairperson:

____________________________________________________________________________
(name) (title)
____________________________________________________________________________
(signature) (date)

3) David J. Birnbach, MD, MPH  
Vice Provost for Faculty Affairs

____________________________________________________________________________
(signature) (date)