Name of visiting scholar

Address

City, State, Postcode

Country

Dear

On behalf of Walailak University (WU), I would like to formally invite you to Walailak University as a visiting scholar. This invitation is effective for the period of [ Start Date of Program] to [End Date of Program].

*[Name and title]* will be your faculty host during visit at Walailak University and will work with you as you engage in the following activities at WU:

*[Describe in detail the individual or collaborative research/teaching, presentations and other activities]*

**Support and Resources**

WU will provide you the following supports during your visit:

* Office with a phone, a computer and all the facilities granted to faculty members
* Accommodation at WU Staff Residence (or other arrangements as agreed with your school host)
* A 10,000 Baht allowance for meal supports (only for scholars without other financial supports)
* Electric bicycle or bicycle

Miss Samon Nilchaam, acting for Supervisor of General Administration Section, Division of Human Resource and Organization will assist you with your visa application and immigration procedures. If you have questions or concerns regarding immigration matters, please contact

[samon.ni@wu.ac.th](mailto:samon.ni@wu.ac.th). During your stay, the Center of International Affairs will be providing you with all other supports you may need: general orientation with campus tour and city tour, occasional car transportation off campus, cultural program arrangements as you requested with your own expenses, and all other requests for your convenience during your visit at WU.

We look forward to welcoming you to WU and wish you productive and rewarding experiences at WU. Should you require any additional assistance, please feel free to contact me at [patnarintra@gmail.com](mailto:patnarintra@gmail.com) or reach me by phone at +66-97-391-4282.

Sincerely,

Asst. Prof. Dr. Patnarin Supakorn

Acting Director for Center for International Affairs

Walailak University, Thailand