UNIVERSIDAD TECNOLÓGICA DE PANAMÁ

INTERNATIONAL AFFAIRS OFFICE

PROGRAM FOR INTERNATIONAL VISITORS

**INVITATION LETTER FOR PROFESSORS, RESEARCHERS, AND ADMINISTRATIVE STAFF FROM ABROAD TO THE UTP**

I. VISITOR'S DATA:

a) Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b) Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

c) Department / School or Faculty / Research Center at home university: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

d) Home University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

e) Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

f) University and personal e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

g) Cell phone number or other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

II. STAY INFORMATION:

a) UTP department or Research Center where the internship will take place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b) Internship period [start and end date]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

c) Purpose of the visit [research project title and description]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

d) Link in the UTP Faculty, Research Center, or Regional Center [professor/researcher tutor]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

III. ATTACH THE FOLLOWING DOCUMENTS:

(a) Copy of passport,

(b) Copy of visa, [if applicable].

(C) Proof of international medical insurance.

IV. SAMPLE LETTER OF INVITATION:

*Dear [Name],*

*I am pleased to extend this invitation to you as an unpaid visiting researcher, professor or administrative staff member in the department and/or research center of [Name of the UTP Department or Center] during the period from [Start Date] to [End Date], with the purpose of welcoming you to our academic community as well as to allow you to complete your academic mobility and/or research on [Reason for Visit], in collaboration with [Name of Link in the UTP Faculty and/or Research Center].*

*Upon your arrival at the Universidad Tecnológica de Panamá, the faculty and/or research center of destination will offer you support during your academic and/or research stay. The allocation of the space for your work will be agreed with the host faculty, research center, or department.*

*Please note that the following documents will be required on your arrival:*

*(a) Copy of passport.*

*b) Copy of visa, if applicable.*

*c) Copy of proof of international medical insurance.*

*d) Copy of this letter of invitation.*

*At the end of the stay, it is required to submit to the International Affairs Office a report of actions taken and/or results obtained during the mobility at UTP.*

*We look forward to hearing from you and hope that the stay will be successful.*

*Certifies,*

*[International Affairs Director]*