

DATE

NAME

ADDRESS

Dear Dr. (>):

I am delighted to offer you a courtesy appointment as a Visiting Scholar at Loyola University Chicago from (DATE to DATE). Please contact (department sponsor) to make arrangements for your visit.

Although this appointment does not involve any faculty status or compensation, you will be given access to the Loyola Core computer applications as well as Loyola's library resources. To gain access to these resources, we ask you to:

**Step 1:** Contact Faculty Administration at [faculty-admin@luc.edu](mailto:faculty-admin@luc.edu) to generate a Loyola ID (LID) and gain access to Loyola's computer network.

**Step 2:** Upon receiving confirmation of a LID from Faculty Administration, stop by the Campus Card Office at either the Lake Shore or Water Tower campus to have your Loyola photo ID taken. Please present this letter and any valid photo ID. A Loyola Campus ID will give you access to university libraries and other controlled-access buildings. For Campus Card office locations and hours, you may refer to <http://www.luc.edu/campuscard/aboutus/contactus/>.

Additional information about this process may be found in the included document, *Procedures upon arrival for Visiting Scholars*. It is my hope that your time at Loyola will be rewarding to you. Please let me know if we can be of further assistance.

Sincerely,

Dean