

ELIGIBILITY E-MAIL

Dear (First Name, Last Name):

It is my understanding that the details of (name of academic activity) have been finalized. I now need to understand your employment authorization in the U.S. I want to clarify that this information will be used only to determine payment eligibility and ensure timely process of the payment/expense reimbursement request for (name academic of activity).

1. Are you a U.S. citizen or Permanent Resident?
 - If yes, please reply to this e-mail to provide your citizenship status. STOP HERE
 - If no, please proceed to question #2
2. If you are currently in the U.S. what type of visa do you have?
 - If you are currently in the U.S., please reply to this e-mail to provide your current visa type. STOP HERE
 - If you are not in the U.S., please proceed to questions #3 and #4
3. If you are not in the U.S. what type of visa do you plan to obtain?
4. Will SMU need to sponsor your visa?

Please provide this information by (Date). Upon receipt of this information we will send you a follow up e-mail with additional information.

Please let me know if you have questions.

Sincerely,