

**Addendum  
to  
Letter of Invitation  
for**

**Internship at the \_\_\_\_\_ at Wright State University**

Dear \_\_\_\_\_

The terms and conditions set forth in this Addendum supplement the terms and conditions contained in my \_\_\_\_\_ letter of invitation to visit the \_\_\_\_\_ as a summer intern.

The \_\_\_\_\_ internship carries with it no salary and no benefits; any monetary amounts to be given to you are limited solely to the stipend referenced in the \_\_\_\_\_ letter of invitation.

You will be provided work space and the University will provide you with a WSU ID, email account, and all services provided by WSU libraries.

You are subject to all the laws and regulations of the United States and the State of Ohio, as well as all WSU policies and procedures governing the campus community, including but, not limited to, faculty, administrators, staff and students.

You are subject to comply with all the export control regulations and trade and economic sanctions of the United States of America. You understand that WSU may review all WSU activities that may result in an export or sanctioned transaction with a foreign national, entity or country requiring an export license or other governmental approval, and you agree to cooperate with any such review and to comply with any recordkeeping, certification, license security measure or other action that may result from the review.

Your internship is at the pleasure of the University subject to revocation at any time for violation of any of the above governing laws, regulations, policies and procedures, or for any other reason.

You must review and agree to comply with all WSU policies pertinent to your internship, including the Gender-Based Harassment and Violence policy, and policies concerning non-discrimination, ethics, health and safety, and research.

You will provide your home and local contact information and emergency contact information which will be entered into the University's WINGS Express system.

You will be required to make all necessary arrangements for applying for and securing all necessary visas and travel documents required to begin your internship at WSU.

Any inventions or intellectual property that may be created or developed during the term of your internship shall be solely owned by the University and you agree to waive any and all rights to such inventions or intellectual property.

You will be responsible for securing your own housing during the term of your internship.

You will be responsible for payment of all fees for any University courses into which you may wish to enroll during the term of your internship.

We hope that the time you spend working with the \_\_\_\_\_ at Wright State University will be valuable and rewarding. Thank you for your interest in pursuing your research interests here, and best wishes for a productive and enjoyable stay.

Sincerely,

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Signature of WSU Faculty Host

\_\_\_\_\_  
Typed Name & Title of Dean

\_\_\_\_\_  
Faculty Host Typed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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I accept the invitation contained herein as indicated by my signature below.

\_\_\_\_\_  
Signature of Student Intern

\_\_\_\_\_  
Date

Addendum