ELIGIBILITY E MAIL

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Dear (First Name, Last Name):

It is my understanding that the details of (name of academic activity) have been finalized.

ensure timely pro

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 visatype. 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,

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