**To Whom It May Concern**

(Confirmation of Acceptance for Teaching Assignment)

**Basic Details**

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Affiliation** | King Faisal University |
| **Teaching Start Date** |  |
| **Teaching End Dat** |  |

**Hosting Institution Details**

|  |  |
| --- | --- |
| **Name of Hosting Institution** |  |
| **Country of Hosting Institution** |  |
| **Total Teaching Hours** |  |
| **Courses to Be Taught** | 1.2. 3. 4. 5. |
| **Number of Supervisees (if applicable):** |  |
| **Fees for the Hosting Institution (if applicable):** |  |
| **Compensation for the Applicant (if applicable):** |  |

**Benefits Provided by the Hosting Institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| **( )** | Certificate of Experience/Completion | **( )** | Health Insurance |
| **( )** |  Wi-Fi | **( )** | Flight Tickets |
| **( )** | Accommodation | **( )** | Meals |
| **( )** | Transportation | **( )** | Library Access |
| **( )** | Laboratory Access | **( )** | Office Space |
| **( )** | Other, please specify... | **( )** | Other, please specify... |

**Host Organization Contact Details**

|  |  |
| --- | --- |
| **Name of Person in Charge** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |