DIVISION OF ENGINEERING AND APPLIED SCIENCE
Recommendation for Appointment
<u>Visitor</u>

Visitors are appointed for limited terms up to one year.
They may be full-time or part-time, paid or unpaid, but they must have a position elsewhere. Visitors are not members of the faculty. They are entitled to a "visitor" identification card for access to campus facilities, and listing in the campus directory, and are not eligible for membership in the Athenaeum.

Option Information

Faculty sponsor:		Dept. / Option:	
Prepared by:		Ext.	

Please list the Caltech mail code and office assignment for Visitor:

Mail Code:		Office :		Ext.:	

Candidate Information

Full name:	
Address:	
Phone:	Email:
Birthdate:	Place of birth (city, state, country)
Citizenship:	Gender:	Marital status:

Visa status (for nonresident aliens currently in the U.S.) **For H1-B visa-read this first** http://international.caltech.e	Type visa:		Exp. Date:

If family members will accompany NONRESIDENT ALIEN, provide the following information for each family member:

Name	Relationship	Birthdate	Birthplace (city, state, country)	Citizenship

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Candidate's Permanent Position

Employer:	
Title:	Hire date:

If nonresident alien is to be supported by outside funding, declare amount of support and the name of the outside supporting agency. A letter from the provider of funding, indicating the amount and the funded period MUST BE INCLUDED with this form. Proof of support in the amount of $48,000/yr., minimum, is required for nonresident aliens.

US$:		Agency:	

Professional Experience

Academic record

Degree	Major	Year Granted	School

Positions Held

Appointment Information

NOTE: Recommendations must be submitted to the Division Office at least one week before the Faculty Records Office submission deadline of 4 weeks for U.S. citizens/perm. residents and 8 weeks for nonresident aliens.

Period of appointment (how many months):		Proposed effective date:	
Part-time or full time?		If part-time, # of days a month at Caltech?	
Caltech salary amount, if provided:			

Budgets to be charged: PTA #	Alias #	Percentage:
Visitor's are eligible for health insurance coverage. If visitor will be funded by an outside agency, indicate who will pay for health insurance: the appointee, outside supporting agency, or the host's Caltech account (provide PTA#)		
Health insurance will be paid by:		

Special Allowances

Are you providing for housing, or travel expenses? If yes, list the maximum $ amount and the POETA here: Reimbursements of this type are administered by the department.

Amount:		PTA#	

Summary of Qualifications and Research to be Conducted
Please provide a brief summary of candidate's qualifications and research to be conducted:

Division Approval Process			
Faculty sponsor's signature		Date	

Submit forms to Maria Cervantes by email maria.cervantes@caltech.edu

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