

Request for Visiting Scholar/Visiting Undergrad Student/Post-Doc

Hosting Faculty to Complete 1-7

Date: _____

1	<p>Surname/Family Name (Last Name): _____ Title (Dr., Mr., Mrs.): _____</p> <p>Given name(s) (First & Middle Names): _____ Gender: _____</p> <p>Email Address: _____ Date of Birth (mm/dd/yyyy): _____</p> <p>Does Visitor have a college degree? If so, which one (Bachelors, Masters, Ph.D.)? _____</p> <p>Home Institution name and address: _____</p> <p>Is there a contract or MOU between Purdue and this potential Visiting Scholar's home institution? Yes No</p> <p><i>If so, please email it to Misty Clugh. It is required per general counsel</i></p>
2	<p>Hosting Faculty Name: _____ Hosting Faculty Office Phone: _____</p> <p>Hosting Faculty Job Title: _____ Hosting Department: _____</p> <p>Hosting Faculty Email: _____</p>
3	<p>Duration of Visit: Start Date (mm/dd/yyyy): _____ End Date (mm/dd/yyyy): _____</p> <p>Type of Appointment: Visiting Scholar Visiting Undergrad Post-Doc Other _____</p>
4	<p>Not Funded by Purdue - Insert Funding Party (if known): _____</p> <p>Is a US government agency providing funding to Purdue specifically to support this international scholar's visit to Purdue?</p> <p>Yes, agency name: _____ (attach award letter) No</p> <p>Purdue Funded - Mo. Salary/Mo. Living Allowance (provide account info below): \$ _____</p> <p>One Time Reimbursement (provide account info below): \$ _____</p> <p>Account number: _____</p>
5	<p>International Fees:</p> <p>ISS Fees (federal funds may not be used) (Required to be paid by Purdue account) :</p> <p>Account number: _____</p> <p>Express Mail Paid By (J-1's only): _____ Department (provide account below) Visitor</p> <p>Account number: _____</p>
6	<p>Provide a <u>brief description</u> of what candidate will be doing while at Purdue. Please include the title of research project(s) and any proposal writing (to be completed by hosting professor). This will be added to the offer/invitation letter.</p> <p>As hosting professor, I agree with the above information and will see that the above named visitor checks in/out with the school/department liaison.</p> <p>Signature (Faculty Host): _____</p>

7	<p>Discuss proposed office space and other resource needs (hosting professor). Any site of activity outside a Purdue University campus will need paperwork supporting that worksite (i.e., contractual agreement).</p> <p>Site of program activity (address including building name):</p>
9	<p>Business Manager name, phone number and email address:</p> <p>Signature (Business Office):</p>
10	<p>Department Head name, phone number and email address:</p> <p>Signature (Department Head):</p>