

DIVISION OF ENGINEERING AND APPLIED SCIENCE
Recommendation for Appointment
Visiting Associate

Faculty or researchers associated with other institutions that expect to stay at Caltech more than one month must have official status at the Institute; they may be appointed to the rank of Visiting Associate for the purposes of study or research. A Visiting Associate must hold a faculty position or its equivalent outside Caltech or at JPL which is retained simultaneously with the Caltech appointment or to which the appointee will return upon completion of the Caltech appointment. The appointment may be part-time or full-time, with salary or without salary.

Option Information				
Faculty sponsor:		Dept. / Option:		
Prepared by:		Ext:		
Please list the Caltech mail code and office assignment for Visiting Associate. If left blank, the preparer's details will be listed until scholar arrives and makes changes in access.caltech.edu				
Mail Code:		Office :	Ext.:	

Candidate Information				
Full name:				
Address:				
Phone:		Email:		
Birthdate:		Place of birth: (city, state, country)		
Citizenship:		Gender:	Marital status:	
Current Visa status: (for nonresident aliens currently in the U.S.)	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

Candidate's Permanent Position

Employer:			
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Title:		Hire date:	
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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:	
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Professional Experience

Academic record

Degree	Major	Year Granted	School

Positions Held

Appointment Information

NOTE: Recommendations must be submitted to the Division Office at least four weeks before intended start date for U.S. citizens and 8 weeks for foreign nationals.

Period of appointment: (how many months)		Proposed effective date:	
Part-time or full time?		If part-time, #days/ mo at Caltech?	
Caltech salary amount, if provided:			
Budgets to be charged: PTA #		Alias #	Percentage

Visiting Associate'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:		
For scholars who will be on a visa, please indicate if they will spend more than a week at sites other than Caltech during their appointment.		
Other worksites:		

Special Allowances

Are you providing for travel, housing, or per diem expenses? If yes, list the maximum \$ amount and the POETA here:

Amount:		PTA#	
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Summary of Qualifications and Research to be Conducted

Please provide a brief summary of candidate's qualifications and research to be conducted. This should be written by the faculty sponsor.

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Division Approval Process

Faculty sponsor's signature		Date	
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Submit forms to Maria Cervantes by email maria.cervantes@caltech.edu