

Institute for Physical Science and Technology

Appointment Request Form

_____ New

_____ Change

_____ Term

Please type the information on the screen, print, sign in ink, and send to the Business Office.

This form, together with necessary documentation below, must be submitted to the IPST Business Office with sufficient lead-time for appropriate campus approvals (8-10 weeks for foreign visitors – Russian and Chinese visas require longer time). No commitments should be made to the applicant prior to approval by campus administration. Remember that certain kinds of visas to the U.S. prevent us from paying the applicant. Sections A, B, and C must be completed for all appointments including visiting and postdoctoral appointments.

Date (mm/dd/yyyy): _____

To: The Director

From: _____

I wish to recommend _____ for an appointment in the Institute. I will carry responsibility for this appointee for the duration of the appointment.

Approved: _____
 Faculty signature

Approved: _____
 Larry Lauer, Director of Administrative Services

Section A:

Name: _____ Title: _____

Start Date (mm/dd/yyyy): _____ End Date (mm/dd/yyyy): _____

12 mo. Appt: _____ % Time: _____

FTE Salary

or actual amount to be received: \$ _____ Acct#: _____

Funds available on above grant through: _____

Approved (PI's signature): _____

U.S. Citizen: Yes No SSN# _____ DOB (mm/dd/yyyy): _____

Visa Required? Yes No Type: _____ Place of Birth: _____

Citizenship Country: _____ Permanent Resident Country: _____

Position in PR Country: _____

Research Field *: _____

Purpose of Visit *: _____

Section B:

Regarding financial responsibility, please bear in mind that all appointees, even those at no salary, require space and generate expenses, such as secretarial services, copying, telephone, and postage. Please complete the following section to show what Institute resources will be required:

Honorarium: \$ _____ Office Space: _____ Computer: _____

Email Acct: _____ Telephone: _____ Postage: _____

Keys: _____ ID Card: _____ Other: _____

Section C:

The following documents are required for processing appointments:

1. Current curriculum vitae (**English translation**)/resume as appropriate. C.V. must include candidate's signature and date, as well as the statement "This curriculum vitae is accurate and complete".
2. Visa Application. (IAP-66 forms for J-1 visa can be obtained from the Adria Simpkins and must be completed in draft. Final will be prepared in Director's Office and forwarded to International Education Services.
3. For no-cost appointments, minimum support required is \$26,370 per year. Official letter from bank or home institution must be provided (**English translation**) as proof of financial support if appointment will be no cost.

***Required information in order to process IAP-6 request through ARS.**