

DIVISION OF BIOLOGY & BIOLOGICAL ENGINEERING
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:			
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 (Info Required)			
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 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

Health insurance coverage is required. If visiting associate will be paid a minimum of \$1,000/mo from Caltech funds, he/she is eligible for staff benefits. If visiting associate 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:		

Summary of Research to be Conducted
Please provide a brief summary of candidate's research to be conducted.

Division Approval Process			
Faculty sponsor's signature		Date	

Submit form and CV to Stefany Nielsen, BBE Division Office, snielsen@caltech.edu

Sections to be completed by faculty: Department Information, Appointment Information, Research Statement and Signature Required

Sections to be completed by new hire: Candidate Information, Professional Experience, Positions Held and Research Statement