

DIVISION OF BIOLOGY & BIOLOGICAL ENGINEERING
Recommendation for Appointment
Visitor

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:			
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:			Marital status:		
Visa status (for nonresident aliens currently in the U.S.) For H1-B visa-read this first http://international.caltech.edu	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:			
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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 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:
Health insurance coverage is required. If visitor will be paid a minimum of \$1,000/mo from Caltech funds, he/she is eligible for staff benefits. 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#	
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Research to be Conducted

Please provide a brief summary of candidate's research to be conducted:

Division Approval Process

Faculty sponsor's signature		Date	
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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