

**DIVISION OF ENGINEERING AND APPLIED SCIENCE**  
**Recommendation for Appointment**  
**Visitor**

Visitors are appointed for limited terms up to one year. They may be reappointed for up to three years. 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 eligible for membership in the Athenaeum.

**Option Information**

Faculty sponsor:		Option:	
Prepared by:		Ext.	
<b>Please list the Caltech mail code and office assignment for Visitor:</b>			
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.)	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 \$32,000/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:	
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Part-time or full time?		If part-time, #days/mo at Caltech?	
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Caltech salary amount, if provided:			
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Budgets to be charged: PTA #	Alias #	Percentage
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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 relocation, 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:

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**Division Approval Process**

Faculty sponsor's signature		Date	
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Submit forms to Marlys Murray, EAS Division Office, mail code 104-44.