



Division of Biology and
Biological Engineering

CALIFORNIA INSTITUTE OF TECHNOLOGY
Recommendation for Appointment
Visiting Associate

CANDIDATE INFORMATION: To Be Completed by Incoming Visiting Associate

| | | | | | |
|--|-----------|---------------------------|---------------|----------------|--|
| Full name: Last, First, Middle | | | | | |
| Mailing Address | | | | | |
| Phone | | Email | | | |
| Birthdate MM/DD/YYYY | | Birthplace (City Only) | | | |
| Citizenship | | Gender | | Marital status | |
| Country of permanent residence | | | | | |
| Visa Status If Applicable For H1-B visa-read this first http://international.caltech.edu/maintainstatus/H1B | Visa Type | | Visa Exp Date | | |

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.

| | | | | | |
|--------------------------|--|----------------|--|--|--|
| Total Annual Salary US\$ | | Income Paid By | | | |
|--------------------------|--|----------------|--|--|--|

Candidate's Academic Record

| Degree | School | Major | Month & Year Granted |
|--------|--------|-------|----------------------|
| | | | |
| | | | |
| | | | |

Work to be Performed in Lab During Appointment: To be completed by Associate/Sponsor

Department Information: To be Completed by Sponsor

| | | | |
|---------------------|--|-------------------------------|-----|
| Faculty sponsor | | Division | |
| Prepared by | | | Ext |
| Candidate Mail Code | | Candidate Building and Room # | Ext |

Appointment Information: To be Completed by Sponsor

| | | | |
|-----------------------|--|------------|--|
| Length of Appointment | | Start Date | |
| Salary | | End Date | |

| Budgets to be charged: | | |
|------------------------|------------|--------------------------------|
| PTA # | Percentage | Federal or Non-Federal Account |
| | | |
| | | |
| | | |

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#)

| | | | |
|-----------------------|--|-------------------|--|
| US\$ for appt. period | | Source of funding | |
|-----------------------|--|-------------------|--|

Health insurance will be paid by:

Special Allowances: Hire On Bonus; One-time Payment

| | | | |
|--------|--|------|--|
| Amount | | PTA# | |
|--------|--|------|--|

Division Approval Process

| | | | |
|-----------------------------|--|------|--|
| Faculty Sponsor's Signature | | Date | |
|-----------------------------|--|------|--|

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.

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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.

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