Division of Biology and Biological Engineering

CALIFORNIA INSTITUTE OF TECHNOLOGY
Recommendation for Appointment
Visitor

CANDIDATE INFORMATION: To Be Completed by Incoming Visitor					
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 Incoming Visitor/Sponsor

7/19/2024

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 a visitor is 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#)

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	

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.

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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