



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)			
Birth Country		Gender		Marital status	
Country of Citizenship					
Visa Status If Applicable <b>For H1-B visa-read this first</b> <a href="http://international.caltech.edu/maintainstatus/H1B">http://international.caltech.edu/maintainstatus/H1B</a>	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			
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**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**

Full-Time or Part-Time		Appointment Length	
If Part-Time, how many days on campus per month		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	
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Health insurance will be paid by:

**Special Allowances: Hire On Bonus; One-time Payment**

Amount		PTA#	
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**Division Approval Process**

Faculty Sponsor's Signature		Date	
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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**