

# REQUEST FOR WPI UN-SALARIED NON-FACULTY RESEARCH APPOINTMENT

**This section to be completed by the visitor:**

Visitor Name: \_\_\_\_\_ Sex:  Male  Female  
Last First Middle Initial

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Current Occupation/Title: \_\_\_\_\_ Degree obtained/seeking: \_\_\_\_\_

Is this Candidate a non-resident Alien?  Y  N If yes: Country of Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Month/Day/Year

If currently in the U.S., Date of Arrival: \_\_\_\_\_ I-94 #: \_\_\_\_\_ Current Non-Immigration/Visa Status: \_\_\_\_\_

**\*For Visa Sponsorship:** The minimum amount of financial support for a single person is \$2,000/month, plus \$800/month for each accompanying family member. It is important that we have complete documentation regarding the source and exact amount of the International Visiting Scholar/International Non-degree Student's financial support to issue a Form DS-2019.

Visa Sponsorship Funding Source	Financial Support Amount (U.S. \$)	Financial Support Duration (dates)
Visitor's Home University		
Visitor's Government		
Visitor's Private Support / Other		
Cost Center/Grant/ Fellowship Fund# _____		

**International Visitor's Accompanying Family (*if applicable*):**

If the International visitor's immediate family members (i.e. spouse and/or children under 21 years old) will be accompanying the IVS/INDS, complete this section also and submit a copy of each person's passport, proof of health insurance and financial support.

Family Member Name	Relationship	Date of Birth	Place of Birth (City, Country)	Citizenship (Country)

**DOCUMENTS REQUIRED FOR APPOINTMENT & SENT TO YOUR WPI FACULTY ADVISOR/PI:**

-Affiliates: Email your WPI Faculty Advisor/PI the above completed form with your current CV, ID, & proof of health insurance.

-Intl. Visiting Scholar/Non-degree Students: Email your WPI Faculty Advisor the above completed form with your current CV, copy of passport, financial support/university affiliation documentation, and ELP (proof of English language proficiency).

**NOTE: Travel insurance is strongly recommended up until your official start date and per Immigration Regulations, you are required to secure health insurance by your official start date.**

Visitor Consent/Initials: \_\_\_\_\_ (By initialing here you consent to WPI having this information to be used in this manner.)

**This section to be completed and routed for signature by the WPI Faculty Advisor/PI (then follow the directions on page 2):**

Date of Request: \_\_\_\_\_ WPI Faculty Advisor/PI: \_\_\_\_\_ Department: \_\_\_\_\_

Requested Title:  International Visiting Scholar (IVS)  International Non-degree Student (INDS)  
 Affiliate Research Associate  Affiliate Research Scientist  Affiliate Research Engineer

Requested Appointment Dates - From: \_\_\_\_\_ To: \_\_\_\_\_  Check if extension of current appointment.

Description of visitor's planned area of research/work at WPI:

\_\_\_\_\_

\_\_\_\_\_

<b>Print Name:</b>	<b>Approvals:</b>
<b>PI / Faculty Advisor:</b> _____	<b>Signature:</b> _____ <b>Date:</b> _____
<b>Department Head:</b> _____	<b>Signature:</b> _____ <b>Date:</b> _____
<b>Dean:</b> _____	<b>Signature:</b> _____ <b>Date:</b> _____

## **INTERNATIONAL VISITING SCHOLAR/NON-DEGREE STUDENT APPOINTMENT PROCESSING STEPS:**

- The faculty advisor (PI) in conjunction with the visitor (INDS/IVS) completes this appointment request form.
- The faculty advisor/PI signs the request form and obtains their Dept Head and Dean signatures onto the form.
- The faculty advisor/PI collects the following required docs from the visitor (IVS/INDS):
  1. CV/resume
  2. Copy of passport
  3. Visitor's University affiliation letter
  4. English Language Proficiency (if applicable) test score or letter from an academic institution attesting ELP.
  5. Financial support documentation for duration of visit (required amount outlined on page 1\*).
  6. Travel insurance is strongly recommended up until the appointment's official start date, and per Immigration Regulations, INDS/IVS are **required to secure health insurance by their official start date.**
- Once the WPI Faculty Advisor/PI has obtained the completed and signed request form along with all the above required documentation, then the WPI Faculty Advisor/PI sends everything in one email per visitor with the visitor's name in the subject line to the Office of the Vice Provost for Research at [vpr@wpi.edu](mailto:vpr@wpi.edu).**
- The VPR Office will send the offer letter via email to the visitor for their acceptance and copy all parties.
- International House will then send the required DS-2019 documentation to the visitor (IVS/INDS) after the offer is accepted.
- When the International Visiting Scholar and/or International Non-Degree Student is about to arrive at WPI, they will need assistance with items such as finding a place to live, how to setup a bank account, etc., they should check out the: **International Non-degree Student Handbook**.

**NOTE: Notify the Office of the Vice Provost for Research at [vpr@wpi.edu](mailto:vpr@wpi.edu) of any changes made to the appointment from the above / original terms, (i.e. new arrival and/or end dates), throughout the entire NFR appointment period duration.**