

Notification of Intent to Invite or Appoint a Visiting International Professor, Scholar, Short-Term Scholar or Guest Lecturer

Instructions

- Please answer all questions completely. Type or print clearly. Expect an answer within 5-10 business days of submission.
- This form is not complete unless signed by the chair of your department.
- Based on responses to the questions below, International Student Services may recommend that you—
 - 1. Send the prospective international appointee a letter of invitation which includes the International Student/International Scholar Application web link.
 - 2. Bring the international appointee into the USA and pay under the terms of a guest lecturer.
 - 3. Send the prospective international visitor a letter of invitation to apply for a B-1 visa or enter under a visa waiver.
 - 4. Discuss the possibility of H-1B with Human Resources and University Counsel.
 - 5. Take other action as the particulars of this case may require.
- If you have any questions, contact International Student Services at (212) 229-5592. Please be aware that incomplete sections will result in a delay in processing the necessary documentation.

fo ki	That is prompting you to submit this form? You wish to appoint a new international. You wish to extend an ongoing appointment. You wish to invite an international to visit The New School		nich category applies?		
	or a lecture, conference, consultation without subsidy of any and. urrently, where is the international? In the USA. Where?	D. Do far •••••••••••••••••••••••••••••••••••	~ · · · · · · · · · · · · · · · · · · ·	um) dependent ents.	
Sect	ion 2: About the International You Wish to Invite/A	ppoint			
E. N	Ms./Mr./Dr	ne	middle name		
	That is country of citizenship?				
G. W	That is international's phone number? It is mandatory that at least one for	l's phone number? Email? It is mandatory that at least one form of contact is entered above.			
H. W	hat was international's position in country of legal permanent residency?				
Po	osition described verbally				
	If the international appointee has a US address, please offer below. If not, please offer any address that you do have:				
J. H	Has the international appointee been to The New School before? No ☐ Yes ☐ If yes, state dates & program:				
Sect	ion 3: Program Supervisor Information				
	-				
		l's Supervisor (Dept Chair) Division/Department			
C. (Campus Address Er	nail	Phone		
D. k	Key Department ContactEn	nail	Phone		

Section 4: Duration of Appointment	t & Specific Field of	Study	
A. Start Date*		End Date	
	entered above. Forms cannot	Month/Day/Year be processed without these dates. Internationals who are issued a J-1 visa will latest date that they may report to you for the start date above.	
B. Is this position renewable at the end of the	above-described period?	□ Yes □ No	
C. Is this a tenured position?	0		
D. Please describe specific field of study, rese	earch, training or professio	nal activity. (Please add an additional sheet if necessary)	
for basic living, health insurance, books and so	upplies. For 2012-2013, th	international's visit to the USA. All Exchange Visitors must plannese Estimated Expenses total \$26,761 per year or \$2,230 per rectly by The New School, or those amounts for which you can	
Types of funding	Up to What Amount?	(Please ☑check)	
Types of funding	Op to what Amount?	☐ From Your Department's Operating Budget	
Total pay	\$	☐ From US Government Sources	
Transportation	\$	☐ From Your Department's Operating Budget☐ From US Government Sources	
Transportation	Φ	☐ From Your Department's Operating Budget	
Housing	\$	☐ From US Government Sources	
Other (Please specify)	\$	☐ From Your Department's Operating Budget☐ From US Government Sources	
Total	\$	☐ From Your Department's Operating Budget☐ From US Government Sources	
 B. International Organization C. Exchange Visitor's Government D. Binational commission of visitor's countr E. All other organizations providing support F. Any other source of funding 	•	Source	
For all funding, an official letter on letterhead accompany the request. The letter should incl		ed into English if necessary) or other documentation must nount of award, and purpose of award.	
expiration date), visas, and any US entry of D. If previously at The New School, attach de E. Any documentation needed to substantiate AUTHORIZED SIGNATURE : The information	or exit stamps ocumentation from previo e dollar amounts listed in station on both sides of this y listed in item 5A above i	form is correct to the best of my knowledge. Please note s committed to payment for the international appointee.	
		Date	
Title			