

Notification of Intent to Appoint an International Professor, Scholar, Short-Term Scholar, or Guest Lecturer

Instructions

- Please answer all questions completely. Type or print clearly. Expect an answer within 5 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 an 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. Discuss the possibility of H-1B with Human Resources and University Counsel.
 4. 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.

Section 1: Basic Questions

- A. What is prompting you to submit this form?
 You wish to appoint a new international.
 You wish to extend an ongoing appointment.
- B. Which category applies?
 Professor (3-week minimum)
 Scholar (3-week minimum)
 Short-term scholar (3½-month maximum)
 Guest lecturer (9-day maximum)
- C. Currently, where is the international?
 In the USA. Where? _____
 Outside of the USA
- D. Does your international appointee wish to bring dependent family members to the USA as well?
 Yes. The appointee will bring _____ dependents.
 No. The appointee will bring no dependents.
 I don't know if the appointee will bring dependents.

Section 2: About the International You Wish to Appoint

- E. Ms./Mr./Dr. _____
circle one family name first name middle name
- F. What is country of citizenship? _____ Residency? _____
- G. What is international's phone number? _____ Email? _____
Please ensure that at least one form of contact is entered above.
- H. What was international's position in country of legal permanent residency? (See Position Code List attached.)
- I. Position Described Verbally _____ Position Code _____
- J. If the international appointee has a US address, please offer below. If not, please offer any address that you do have:

- K. Has the international appointee been to The New School before? No Yes If yes, state dates & program:

- L. Does the international appointee have a The New School ID #? No Yes _____

Section 3: Program Supervisor Information

- A. International's Supervisor (Dept Chair) _____
- B. Title _____ Division/Department _____
- C. Campus Address _____ Email _____ Phone _____

Section 4: Duration of Appointment & Specific Field of Study

A. Beginning Date* _____ Ending Date _____
Month/Day/Year (If extending current visit, leave blank.) Month/Day/Year

* Please note that a precise start and end date must be entered. Forms cannot be processed without these dates. Internationals are often permitted to apply for a visa & enter the USA up to 30 days before official report date. So please use latest date to report for work.

B. Is this position renewable at the end of the above-described period? Yes No

C. Is this a tenured position? Yes No

D. Please describe specific field of study, research, training or professional activity. (Please add an additional sheet if necessary)

Section 5: Financial Support

Financial support must cover estimated expenses for duration of international's visit to the USA. (See *Estimated Expenses*.) All Exchange Visitors must plan for basic living, health insurance, and books and supplies. For 2006-2007, these Estimated Expenses total **\$20,700 per year or \$1,725 per month**. Below please detail only those amounts that will be provided directly by The New School, or those amounts for which you can provide documented evidence.

A. The New School

Types of funding	Up to What Amount?	From Your Departments Operating Budget (Please <input checked="" type="checkbox"/> check)	From US Government Sources (Please <input checked="" type="checkbox"/> check)
Total pay			
Transportation			
Housing			
Other (Please specify)			
Total			

- B. International Organization \$ _____
- C. Exchange Visitor's Government \$ _____
- D. Binational commission of visitor's country \$ _____
- E. All other organizations providing support \$ _____

For all funding, an official letter on letterhead from the sponsor (translated into English if needed) or other documentation must accompany the request. The letter should include beginning and end dates, amount of award, and purpose of award.

Section 6: Attachments

- A. Letter explaining terms of appointment
- B. Resume or CV of prospective appointee
- C. If has been in the USA in the last year, passport bio page(s) (includes picture and passport expiration date), visas, and any US entry or exit stamps
- D. If previously at The New School, documentation from previous file(s)
- E. Any documentation needed to substantiate dollar amounts listed in Section 5 above

<p>AUTHORIZED SIGNATURE: The information on both sides of this form is correct to the best of my knowledge. Please note that my signature also confirms that the money listed in item 5A above is committed to payment for the international appointee.</p>	
Signature _____	Date _____
Name (type or print) _____	
Title _____	Department _____