

McCORMICK CUSTOMER SERVICE CENTER

Appointment & Visa Request Form

New Appointment Salary Increase Other
 Reappointment Title Change

Professor: _____

Department/Center: _____

Researcher's Name: _____ Researcher's Email: _____

Researcher's Title: _____ *Note - New Postdoctoral Fellows must be appointed for a minimum of 1 year.*

Appointment Start Date: _____ Appointment End Date: _____

Site address where Researcher will work?: _____

Will you provide any funding: Yes: No: *Visiting J-1 researchers must show proof of funding totaling at least \$1,765/month.*

If yes, please provide the following: Funding amount: _____/month or _____/year or _____/hour or _____ lump sum

Funding Chartstring(s): _____

Full time: Part time % = _____

Non-Sponsored chartstring for McCormick Visitor Fee: _____

McCormick Visitor Fee is \$500 and applicable to all New and Reappointments for: Visiting Scholars, Visiting Predoctoral Fellows, Visiting Postdoctoral Fellows. Visitor fee must be paid from a non-sponsored chartstring controlled by the hosting faculty member, not by the visitor. Visitor cannot reimburse PI for this fee.

If you are not available to sign paperwork, please designate a proxy (e.g. BA, Chair): _____

Specific area of research (e.g. micro/nano fluidics, semiconductors): _____

Can the Service Center contact the researcher directly at this time? Yes: No: *If no, the Service Center will follow up with you for CV, proof of defense/graduation, etc.*

Please indicate if the appointee's research will involve working with either: Human Subjects: Animal Subjects:

If researcher will work with human or animal subjects, please specify the Project Number: _____

----- **If your Researcher is not a U.S. citizen or Permanent Resident, please complete the information below the dotted line.** **-----**

Have you received government funding to specifically support an international exchange visitor? Yes: No:

Purpose of Visit (e.g. collaboration, teaching, study, research): _____

Non-Sponsored chartstring for International Office, Visiting Scholar Plan Insurance & FedEx Fees: _____

This chartstring will be charged for these fees only if applicable. VSP is required for foreign researchers who are not eligible to receive NU Benefits or do not have outside insurance that meets the Northwestern requirements. VSP costs \$53/week for an individual and \$168/week for family coverage.

Would you like Researcher to reimburse* your account for VSP charges?: Yes: No:

**Reimbursements for Visiting Scholar Plan (VSP) insurance are processed by department staff after the researcher arrives. Both the department and the researcher will be provided with an invoice by the Customer Service Center. The researcher will work directly with designated department staff to schedule a reimbursement payment plan when they arrive.*

Will Researcher require an H-1B visa?: Yes: No: *If yes, the CSC will send you an email within 2 business days for more information.*

Process: 1. Email this form to mccservice@northwestern.edu or hand this form to the department BA
2. The CSC will contact you within 4-5 business days