

McCORMICK CUSTOMER SERVICE CENTER Appointment & Visa Request Form

Faculty hiring paid researchers: Please do not submit this request to the Customer Service Center **until the candidate has accepted your invitation**. The CSC can provide you with an Invitation Letter template upon request. After the candidate accepts the initial invitation, the CSC will contact the candidate to start the **official** Offer Letter process and the visa paperwork (if applicable).

<input type="checkbox"/> New Appointment	<input type="checkbox"/> Salary Increase	<input type="checkbox"/> Other
<input type="checkbox"/> Reappointment	<input type="checkbox"/> Title Change	

Professor: _____

Department/Center: _____

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

Researcher's Title: _____ *Note - Postdoctoral Scholars 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 \$2,470/month.*

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

Funding Chartstring(s): _____

Full time: Part time % = _____ **Postdoctoral appointments must be full 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.

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.*

Remote Work: Northwestern University expects that most employees will continue to work on designated campus locations for a majority (3 days) of their work week. *If your researcher will be primarily remote**, please provide the state where they plan to work/reside and we will contact you to start the [HR Remote Work request process](#):

*International remote work is not permitted

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 & FedEx Fees: _____

*This chartstring will be charged for these fees only if applicable.

Visiting Scholar Plan Insurance: International visitors (and research staff who do not begin on the 1st of the month) are required to enroll in Visiting Scholar Plan Insurance through our partnership with GBS/Cigna. The cost is \$7.26/day for an individual, and \$22.98/day for family coverage.

Will you cover the cost of the insurance for the researcher? Yes: _____ No: _____

- If Yes, provide a non-sponsored chartstring and it will be charged to the chartstring:
- If No, *no chartstring required*. We will receive an invoice from GBS/Cigna and the scholar can pay the cost directly via an online portal

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

Request Instructions:

1. Email completed AVR form to CSC staff at mccservice@northwestern.edu
2. Include the [McCormick Research Visitor Vetting Checklist](#) for all visitor appointment requests (except for Visiting Research Collaborators)
3. The CSC will contact you within 4-5 business days