

## McCORMICK CUSTOMER SERVICE CENTER

## Appointment &amp; 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(es) 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 J-1 Fee (\$325): \_\_\_\_\_

\*Chartstring will only be charged for this fee 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, we will contact you for more information. Most researchers in McCormick are on J-1 visas, but we are happy to discuss the H-1B option if you or your incoming employee have questions. H-1Bs are only for paid, employee positions and cannot be used for visiting titles

**Request Instructions:**

1. Email completed AVR form to CSC staff at [mccservice@northwestern.edu](mailto: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