

# Visiting Scholar Courtesy Appointment Approval Form

## I. Visiting Scholar Information

\_\_\_\_\_  
Last Name (Family Name)

\_\_\_\_\_  
First Name (Given Name)

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY): \_\_\_\_\_

\_\_\_\_\_  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Email

\_\_\_\_\_  
Highest degree earned; Name of awarding institution

\_\_\_\_\_  
Current Position Title or Degree Program

\_\_\_\_\_  
Name of Current Employer or Institution Attended

## II. Appointment Information

\_\_\_\_\_  
Loyola Host Department Name

\_\_\_\_\_  
Campus Location (Building/Floor/Suite/Room)

\_\_\_\_\_  
Dates of Appointment (MM/DD/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Project Proposal:

\_\_\_\_\_  
Are any Loyola services, equipment, facilities, access, etc. being promised to the visitor?

\_\_\_\_\_  
How will the visitor be funded (personal funds, grant, etc.)?

III. **Residency Information:** is this an international Visiting Scholar (non-U.S. Resident/Citizen)? YES\* NO

**\*IF YES:** Please contact Loyola's International Student and Scholar Services (ISSS) Office at [iss@luc.edu](mailto:iss@luc.edu) to determine if the scholar requires visa sponsorship from the host department.

\_\_\_\_\_  
Faculty Host Name

\_\_\_\_\_  
Faculty Host Signature

\_\_\_\_\_  
Date Signed (MM/DD/YYYY)

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date Signed (MM/DD/YYYY)

\_\_\_\_\_  
Dean Name\*\*

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date Signed (MM/DD/YYYY)

\_\_\_\_\_  
Provost Designee Name

\_\_\_\_\_  
Provost Designee Signature

\_\_\_\_\_  
Date Signed (MM/DD/YYYY)

\*\*It is the prerogative of the Dean to issue the Invitation Letter (template found [here](#)).

