

# 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:** Loyola's International Student & Scholar Services (ISSS) Office requires international Visiting Scholars to be in J-1 Exchange Visitor status (with rare exception). Please contact Eliza Plous, Faculty Immigration Coordinator, at [eplous@luc.edu](mailto:eplous@luc.edu) to make an official Host Department Request for a J-1 Exchange Visitor.

_____ 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](#)).

