

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 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](#)).

