

APPOINTMENT WORKSHEET

NOTE: All Appointees must submit a signed & dated current CV

I. Complete this section for ALL appointees:

Appointee's Name _____

Email: _____ Phone or Fax: _____

Will be working with (Faculty Host's name): _____

Start Date: _____ End Date: _____ Salary: _____

FTE% (e.g., full-time =100%): _____ Grant(s) that Appointee will be paid from: _____

II. Complete this section if you are bringing in a visitor on a J1 visa:

Research Classification Code (please check one):

Engineering

- Ceramic Sciences/Engineering
- Computer Engineering, General
- Computer Hardware Engineering
- Computer Software Engineering
- Electrical, Electronics & Communications Engineering
- Engineering Mechanics
- Engineering Physics
- Engineering Science
- Materials Engineering
- Materials Science
- Mechanical Engineering
- Metallurgical Engineering

Physical Sciences

- Astronomy
- Atmospheric Sciences/Meteorology, General
- Atmospheric Physics and Dynamics
- Meteorology
- Physics, General
- Atomic/Molecular Physics
- Elementary Particle Physics
- Plasma and High-Temperature Physics
- Nuclear Physics
- Optics/Optical Sciences
- Theoretical and Mathematical Physics
- Physics, Other

Brief description of the work the Appointee will perform:

NOTE: If the Appointee is coming from a country other than the US, and is a "no-cost" appointment (i.e., we are not paying the salary), we will need a letter from his/her home institute stating that they will pay the salary, and noting the amount of that salary in US Dollars.