VISITOR POLICY AND FORM

1) Complete unpaid visiting scholar request form and send to appropriate Administrative Support Person

2) Be as complete as possible when filling out the visitor scholar form. Nothing will be implemented unless it is on this form, i.e. ONYEN, mailbox, access to the intranet, building access, PID etc. Follow up with the PI as needed to be sure everything needed is included.

Additional Required Forms

These forms are all located on the intranet:

• Authorization for Background Check Volunteers
• Release of Liability for Unpaid Scholars
• Unpaid Visiting Scholar Request Form

Turn these forms in to appropriate Administrative support person after the Visitor Scholar Request Form and Liability Release form are complete. These forms will not be processed forms these two requirements are met.

"Application for Registration As A Visiting Scholar" is good for 1 – 5 years. If your visitor is going to be here beyond the first registration you will need to fill out a new visitor form and a new Application form.

Please note both in the body of the email and in the "Additional requests or information" section of the visitor form that this is an extension. Along with listing (again) any resources needed, be sure clearly note if there are any resource need changes from the previous form.