



Woods Hole Oceanographic Institution
Human Resources Office

AUTHORIZATION TO INVITE GUEST INVESTIGATOR OR INSTITUTION VISITING SCHOLAR	
Name:	Date:
Address:	
Affiliation / Home Institution:	
WHOI Department:	
WHOI Location:	Extension:
IDENTIFY TYPE OF ACTION	
☐ New Appointment	☐ Extension of Appointment
☐ Re-Appointment	
Duration of Appointment: ☐ Long term ☐ Short term If Short term, please provide appointment dates: Beginning: _____ Ending: _____	
Is the individual a <u>foreign national</u> ? ☐ Yes ☐ No	
Special Consideration (e.g., housing/living expenses): ☐ Yes ☐ No IF YES, YOU MUST ATTACH AN ADVANCE REQUEST & AUTHORIZATION TO TRAVEL FORM IMPORTANT: If this section is not completed and the required form is not attached, HR will assume that no financial assistance will be provided and authorization will not be given to Procurement to disperse monies.	
Supervisor / Sponsor _____	Date _____
Please attach the following documents: - Curriculum Vitae of individual being invited (for New Appointments and Re-Appointments) - Memo from WHOI Sponsor detailing purpose of collaboration	
<u>AUTHORIZATION SIGNATURES</u>	
_____ Dept. Chair / Admin Mgr. Hiring Date	_____ Foreign National Advisor (If the guest is a foreign national) Date _____ Human Resources Date