



Woods Hole Oceanographic Institution
Human Resources Office

AUTHORIZATION TO INVITE GUEST INVESTIGATOR OR INSTITUTION VISITING SCHOLAR

Name:	Date:
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Address:

Affiliation / Home Institution:

WHOI Department:

WHOI Location:	Extension:
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IDENTIFY TYPE OF ACTION

<input type="checkbox"/> New Appointment	<input type="checkbox"/> Extension of Appointment
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<input type="checkbox"/> Re-Appointment	
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Duration of Appointment:
 Long term
 Short term
 If Short term, please provide appointment dates: Beginning: _____ Ending: _____

Is the individual a foreign national? 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
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- 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
 - English Language Proficiency paperwork

AUTHORIZATION SIGNATURES

_____ Dept. Chair / Admin Mgr. Hiring Date	_____ Foreign National Advisor (If the guest is a foreign national) Date _____ Human Resources Date
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