



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	
<input type="checkbox"/> New Appointment	<input type="checkbox"/> Extension of Appointment
<input type="checkbox"/> Re-Appointment	
Duration of Appointment: <input type="checkbox"/> Long term <input type="checkbox"/> Short term If Short term, please provide appointment dates: Beginning: _____ Ending: _____	
Is the individual a <u>foreign national</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Consideration (e.g., housing/living expenses): <input type="checkbox"/> Yes <input type="checkbox"/> 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: <ul style="list-style-type: none"> 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