

**AUTHORIZATION TO APPOINT A GUEST STUDENT**

Student Name: \_\_\_\_\_  
 Student Address: \_\_\_\_\_  
 Student Email: \_\_\_\_\_  
 Affiliation/Home Inst: \_\_\_\_\_  
 WHOI Department: \_\_\_\_\_

**Type of Action**

New Appointment                       Reappointment                       Extension of Appointment

Appointment Dates    Arrival: \_\_\_\_\_                      Departure: \_\_\_\_\_

WHOI office location: \_\_\_\_\_ MS#: \_\_\_\_\_ WHOI extension: \_\_\_\_\_

Is the student a foreign national?    No    Yes (if YES, contact the Foreign National Advisor ASAP)

**Stipend/Housing Allowance/Travel Allowance**

Will a stipend, housing allowance, and/or travel allowance be offered?    No    Yes (if YES, submit Financial Assistance Award Notice to Payroll, MS #14)

Please specify	Amount	PI to Pay	Project Number	Student to Pay
Stipend (not to exceed WHOI per diem)				
Travel				
WHOI Housing (contact housing@whoi.edu ASAP)				
Non-WHOI housing				

**Attach a memo from the WHOI Sponsor detailing the educational benefits to the Guest Student.** After department approval, forward completed authorization form with attachments to Foreign National Advisor (MS #15) if student is a foreign national or to Academic Programs (MS #31) if student is a US citizen or permanent resident.

**Authorization Signatures**

\_\_\_\_\_  
Sponsor Name

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Department Chair/Administrator                      Date

\_\_\_\_\_  
Foreign National Advisor (if guest is foreign nat'l)                      Date

\_\_\_\_\_  
Registrar/Grad & Undergrad Admin.                      Date

**Routing: 1. Department Chair/Administrator, 2. Foreign National Advisor (MS #15), 3. Academic Programs (MS #31)**