

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: Effective: _____ Ending: _____

WHOI Office Location: _____ MS#: _____ WHOI Extension: _____

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

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

Stipend/Housing Allowance/Travel Allowance

Please Specify	Amount	PI to Pay	Project Number	Student to Pay
Stipend (not to exceed WHOI per diem)		<input type="checkbox"/>		
Travel		<input type="checkbox"/>		<input type="checkbox"/>
WHOI Housing (contact housing@whoi.edu ASAP)		<input type="checkbox"/>		<input type="checkbox"/>
Non-WHOI Housing		<input type="checkbox"/>		<input type="checkbox"/>

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

Authorization Signatures

Sponsor Name

Sponsor Signature Date

Department Chair/Administrator Date

Foreign National Advisor (if applicable) Date

Registrar/Guest Student Coordinator Date