

# Institute for Physical Science and Technology

## *Appointment Request Form*

\_\_\_\_\_ New

\_\_\_\_\_ Change

\_\_\_\_\_ Term

*Please type the information on the screen, print, sign in ink, and send to the Business Office.*

This form, together with necessary documentation below, must be submitted to the IPST Business Office with sufficient lead-time for appropriate campus approvals (8-10 weeks for foreign visitors – Russian and Chinese visas require longer time). No commitments should be made to the applicant prior to approval by campus administration. Remember that certain kinds of visas to the U.S. prevent us from paying the applicant. Sections A, B, and C must be completed for all appointments including visiting and postdoctoral appointments.

Date (mm/dd/yyyy): \_\_\_\_\_

To:           The Director

From:        \_\_\_\_\_

I wish to recommend \_\_\_\_\_ for an appointment in the Institute. I will carry responsibility for this appointee for the duration of the appointment.

Approved: \_\_\_\_\_  
              Faculty signature

Approved: \_\_\_\_\_  
              Larry Lauer, Director of Administrative Services

