

APPOINTMENT REQUEST FORM FOR ACADEMIC VISITOR

GENERAL INFORMATION

"Academic visitor" means an individual who is not a registered student at the University, nor a postdoctoral fellow, nor an individual with an academic research appointment covered by the provisions of a collective agreement.

An "Academic Visitor" could be a faculty member, a researcher or a student at another Canadian or foreign institution invited to Concordia to conduct a collaborative research activity or a supervised internship.

Concordia University confers an Academic Visitor status, with limited rights and privileges, according to the University's Policy on Academic Visitors (Policy VPRGS-10).

"Visiting Scholar" is a courtesy designation conferred to faculty members and research fellows at other institutions who are invited by a Concordia Faculty to conduct collaborative research activities.

"Research interns" are undergraduate or graduate students coming to Concordia to complete an internship required by their home university.

This application form is intended for university members (faculty/researchers) who would like to host Academic Visitors to conduct research activities in Concordia University's labs.

The form and the required attached documents will assist Concordia International to issue the official invitation letter to the academic visitors and to process their registration in the University System.

Please select the language for the Academic Visitor Invitation Letter: French English

Please describe the nature, goal and tasks of the appointment offered in the language you have selected for the invitation letter (English or French):

The following documents should be submitted with complete application form:

- Curriculum Vitae of the academic visitor
- Photocopy of passport page showing name and date of birth
- Letter of acknowledgement issued by the home institution of the academic visitors clarifying their affiliation and status

Complete application should be sent by internal mail to Concordia International, 2080 Mackay St., Annex X.

APPOINTMENT REQUEST FORM FOR ACADEMIC VISITOR

Visiting Scholar

Research Intern

SECTION 1: ACADEMIC VISITOR'S INFORMATION

Family Name: First Name:

Date of Birth:
Day Month Year

Citizenship:

Permanent Mailing Address:

Apt#

(Province/State) (City) (Postal/Zip Code) (Country)

Telephone: E-mail:

Home Institution or Organization:

Level of Study: Undergraduate Graduate

Is the research related to the student's degree requirements? Yes No

Contact in case of emergency (while you are away)

Last name: First name:

Relationship:

Cellular: Telephone:

E-mail:

Mailing Address:

Apt#

(Province/State) (City) (Postal/Zip Code) (Country)

SECTION 2: SUPERVISING FACULTY MEMBER AT CONCORDIA UNIVERSITY

| | | | |
|-----------------------|----------------------------------------|-------------------|----------------------------------------|
| Last Name: | <input type="text"/> | First Name: | <input type="text"/> |
| | <i>(As it appears on the passport)</i> | | <i>(As it appears on the passport)</i> |
| Position and title: | <input type="text"/> | | |
| Extension: | <input type="text"/> | E-mail: | <input type="text"/> |
| Concordia Department: | <input type="text"/> | Internal Address: | <input type="text"/> |

SECTION 3: INTERNSHIP / RESEARCH INFORMATION

Duration of the Appointment from: / / to / /
DD MM YEAR DD MM YEAR

Number of work hours per week:

Title of Research Project:

Please describe the nature, goal and tasks of the appointment offered

Total financial support from Concordia for the period of appointment: Source (Budget Codes):

Type of support (reimbursement of expenses, stipend, etc...):

SECTION 4: APPROVAL

| | | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> |
| Supervising University Member | <small>DD MM YEAR</small> | Print Name |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> |
| Department Chair / Unit Head | <small>DD MM YEAR</small> | Print Name |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> |
| Associate Dean Research and International <i>(Of the relevant faculty)</i> | <small>DD MM YEAR</small> | Print Name |