

VISITING SCHOLARS

Request Form (research only)

Office of the
Vice-President
**(Research, Innovation
and International)**



A Type of Appointment:

Visiting Professor
(Holds rank at another university)

Visiting Scholar
(Holds a permanent position at another institution)

Visiting Student Researcher
(Enrolled at another institution) **Attach confirmation**

B Appointee Information:

Attach a current CV/Resume

Type of Visit: In Person Virtual

Date of birth (DD/MM/YY): _____

Full Name

(per passport) _____

Immigration Information

Address _____

City _____ Province _____

Currently legally eligible to work in Canada Yes No

Postal code _____ Country _____

Country of Citizenship _____

Telephone _____

Any current status in Canada _____

Email _____

(ex. Study Permit, Visitor Visa, Work Permit)

Home University/Institution _____

Home Faculty/Department _____

Previous Canadian appointments,visits (institution, position, dates) _____

C Appointment information:

Start date _____

End date _____

Academic Unit _____

Faculty _____

Faculty host(s):

Name _____

Dept/Academic unit _____

Name _____

Dept/Academic unit _____

D Funding or Remuneration:

Attach copy of notice of award/funding if externally funded

How will the visit be funded? List all internal and external funding sources and amounts. List any monetary assistance, salaries, equipment, coverage of travel costs, accommodation, and/or any other specific arrangements made to support this appointment:

All Carleton sourced payments must be declared **before** appointment.

Check as applicable: Research space available Campus card required

E Method of Payment/Funding:

- No payment from Carleton University
- Carleton research funding; payment is made from a research account*
- External funding (e.g. agencies, grants, personal funds, describe in section D)
- Other (describe in section D)

*Attach confirmation by email that funds are available and are an eligible expense from fund administrator in Research Financial Services

Request for Letter of Invitation for Visiting Appointees

Office of the
Vice-President
(Research, Innovation
and International)



F Research Activities:

While at Carleton University, will the appointee conduct research in a [Sensitive Technology Research Area?](#)

Yes / No

Does the appointee work in affiliation or collaboration* with, or is in receipt of funding or in-kind support from, any entity on the federal government's list of [Named Research Organizations](#) or the [Consolidated Canadian Autonomous Sanctions List](#)?

Yes / No

**(In this case, collaboration refers to scientific collaboration, including but not limited to partnerships involving co-authorship, co-publication, joint research, or joint funding recipients)*

Project Title

Brief description of research activities

Brief description of other academic activities to be undertaken while at Carleton

G Requested by:

Faculty Member Host (print name) _____ (signature) _____ (date) _____

Faculty Member Host (print name) _____ (signature) _____ (date) _____

Recommended
by:

Chair/ Director (print name) _____ (signature) _____ (date) _____

Recommended
by:

Dean/University Librarian (print name) _____ (signature) _____ (date) _____

Please include all attachments requested as applicable :

Copy of CV/Resume, Copy of notice of award/funding, Copy of proof of enrollment in home institution, Confirmation of funding from Research Financial Services

All visiting appointments must comply with the [Visiting Appointments Policy](#).

For appointments of Visiting Professors or Scholars conducting teaching and research:

Please contact: faculty.affairs@carleton.ca

Note: The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R. S. O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Please forward this completed form with attached supporting documents to yvonne.clevers@carleton.ca