

**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 \_\_\_\_\_

Currently legally eligible to work in Canada  Yes  No

City \_\_\_\_\_ Province \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Postal code \_\_\_\_\_ Country \_\_\_\_\_

Any current status in Canada  
(ex. Study Permit, Visitor Visa, Work Permit) \_\_\_\_\_

Telephone \_\_\_\_\_

**Previous Canadian appointments, visits**  
(institution, position, dates) \_\_\_\_\_

Email \_\_\_\_\_

Home University/Institution \_\_\_\_\_

Home Faculty/Department \_\_\_\_\_

**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

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**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](mailto: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](mailto:yvonne.clevers@carleton.ca)