

VISITING SCHOLARS
Request Form (research only)

Office of the
Associate Vice-President
(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) _____

Address _____

City _____ Province _____

Postal code _____ Country _____

Telephone _____

Email _____

Home University/Institution _____

Home Faculty/Department _____

Other current Carleton appointments (ex. Contract Instructor) _____

Immigration Information

Currently legally eligible to work in Canada Yes No

Country of Citizenship _____

Any current status in Canada _____

(ex. Study Permit, Visitor)

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
and International)**

F Activities:

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 use the online form here:
<https://i.carleton.ca/provost/visiting-in-residence-form/>

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 to Yvonne Clevers at yvonne.clevers@carleton.ca