

Visiting Scholars -VIRTUAL VISIT Request Form (research only)

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



**Carleton
International**
CARLETON UNIVERSITY

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)

B Appointee Information:

PLEASE ATTACH A CURRENT CV

Dr. Mr. Ms. Preferred name _____

Full Name
(per passport) _____

Address _____

City _____ Province _____

Postal code _____ Country _____

Telephone _____

Email _____

Home University/Institution _____

Start and end dates of Virtual Visit (for computing or library access) _____

Other Carleton appointments (e.g. Contract Instructor) _____

Date of birth* _____

Gender** _____ Prefer not to disclose

*Birth date is needed to generate a Carleton University computer account;

** Gender is required to generate a Carleton University affiliate ID

Immigration

(for potential in person visit when program suspension lifted)

Canadian Citizen OR Permanent Resident? Yes No

If No, Country of Citizenship _____

If No, Status in Canada _____

If "Other," please specify _____

C Appointment information (VIRTUAL VISIT):

Visit start date _____ Visit end date _____

Academic Unit _____ Faculty _____

Faculty host(s):

Name _____ Dept/Academic unit _____

Name _____ Dept/Academic unit _____

D Remuneration/Funding:

Please provide details of all arrangements between the department/academic unit and visitor, such as monetary assistance, salaries, equipment, or any other specific arrangements made to support this appointment:

Please check, as applicable: Library Access Required Affiliate ID required Computing access 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 or personal)
- Other

*Confirmation from fund administrator in Research Accounting must be attached

Please forward this completed form to Yvonne Clevers at yvonne.clevers@carleton.ca

Request for Letter of Invitation for Visiting Appointees

Office of the
Vice-President (Research and International)



F Activities:

The Visiting Appointee will be engaged in:

- Conducting Research. Please include a brief description of research project/activity (required).

Other Activities. Description of other activities (guest speaker, webinars, virtual conferences, etc. while at Carleton (if applicable))

- In what ways will your research make a contribution to your field (not required).

G Requested by:

Faculty Member Host (print name)

(signature)

(date)

Faculty Member Host (print name)

(signature)

(date)

H Recommended by:

Chair/ Director (print name)

(signature)

(date)

I Recommended by:

Dean/University Librarian (print name)

(signature)

(date)



All visiting appointment 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/honorary-and-affiliated-ranks/>.

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.

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