VIS – Reappointment Checklist for Visiting Academic Professionals

Forms and supporting materials to submit to the DoF DropBox

This checklist is to be used for the following ranks: Visiting Fellow, Visiting Research Scholar (VRS), Visiting Research collaborator (VRC), Visiting Professional Specialist, and Visiting Postdoctoral Research Associate (VPDRA)

- ☐ Signed VIS Appointment Form (file type JPEG)
  - o Instructions on next page (page 2), form located https://dof.princeton.edu/sites/dof/files/DoF_VIS%20Appointment%20Form_Feb%202020_.pdf

- ☐ CV (file type PDF)

- ☐ Employment Verification (PDF)

- ☐ Documentation from home institution stating they are earning at or above the DOF minimum salary (PDF)

- ☐ Currency Conversion (where applicable) (PDF)

- ☐ Signed Acknowledgement of Risk and Release agreement; if not previously submitted (link to agreement form is here)

- ☐ Signed Inventions Agreement, if not previously submitted (link to agreement form is here)

- ☐ Visa Paperwork (PDF) if an alien temp
  - o Instructions on Page 3

VIS Instructions

Please refer to the chart below to complete the VIS form for all Visiting Research ranks. To help you do so, we've included the most common responses and their explanations. If you have further questions, please contact Kelly Steve at ksteve@princeton.edu.

Field	What to input	Explanation
Appt Start Date	Enter start date	
Last Day Worked	Enter date of the last day of full employment	This date is usually the day before the appointment end date. Should designate the last day paid.
Appt End Date	Enter appointment end date	Ensure it is the same month and day as the start date for a one-year appointment (example: 9/1/19 to 9/1/20, NOT 8/31/20)
If off-campus, work location	Leave blank if on campus; fill out if off-campus.	
Rank	Check preapproval email from DOF for appropriate rank.	
12 month FTE Compensation Rate:	Enter their yearly salary if earning this money from Princeton.	
Signature of Chair	Have the Chair/Director sign	

Link to VIS form:
https://dof.princeton.edu/sites/dof/files/DoF_VIS%20Appointment%20Form_Feb%202020_.pdf

Visa Paperwork Instructions

- Visa Information Form (located at https://davisic.princeton.edu/sites/davisic/files/visa-information-form.pdf)
- Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)
- Any other documents that the Visa Information Form requests for applicant's circumstance

Submission Instructions to the DoF DropBox

- Submit to the DOF DropBox, following the standard procedures:
  - Create the Actions folder (your department – Actions)
  - Create the Visitor's folder (last name, first name – Reappointment)
  - Add the documents to the folder.
  - Move the Actions folder into the DOF DropBox
- If you do not have access to the DOF DropBox, please see your department manager.