

Departmental Checklist – New Appointment – Visiting Academic Professional

(Visiting Fellow, Visiting Research Scholar (VRS), Visiting Research collaborator (VRC), Visiting Professional Specialist, and Visiting Postdoctoral Research Associate (VPDRA))

Preapproval

Please include the following attachments:

- CV
- IF hired from an AHIRE Ad; **Offer Letter**
- IF not hired from an AHIRE ad; please provide the following in the comments section:
 - If they will be collaborating with Princeton full-time or intermittently
 - If they will have responsibilities to your department or if they will be here on sabbatical

Please allow five business days for review. You will receive email notification when preapproval has been granted. Then you can proceed with requesting approval (see below).

Approval

Please include the following attachments:

- Signed Acknowledgement of Risk and Release agreement
- Signed Inventions Agreement
- Employment Verification (Less than one year old)
- IF visitor is being paid less than DOF minimum by Princeton:
 - **Salary verification** - documentation from home institution stating they are earning at or above the DOF minimum salary
 - **Currency Conversion** (if salary verification is not in US Dollars)
- Visa Paperwork if candidate has a US Citizenship Status of 'International'
 - Visa Information Form
 - 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