



## **Departmental Checklist – Reappointment – Visiting Academic Professional**

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

### ***Forms and supporting materials to submit to the DoF DropBox***

- Signed VIS Appointment Form (file type: JPEG)
  - Instructions on next page (page 2), form location: [VIS Form](#)
  
- CV (file type: PDF)
  
- Employment Verification in English (file type: PDF)
  
- Documentation from home institution stating they are earning at or above the DoF minimum salary (file type: PDF)
  
- Currency Conversion (where applicable) (file type: PDF)
  
- Signed Acknowledgement of Risk and Release agreement; if not previously submitted (link to the agreement forms is [here](#))
  
- Signed Inventions Agreement, if not previously submitted (link to the agreement form is [here](#))
  
- Visa Paperwork (file type: PDF) for International Researchers
  - 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.

Field	What to input	Explanation
<b>Appt Start Date</b>	Enter start date	
<b>Last Day Worked</b>	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 (for ranks other than VRC).
<b>Appt End Date</b>	Enter appointment end date	Ensure it is the same month and day as the start date for a one-year appointment (example: 9/1/23 to 9/1/24, NOT 8/31/24)
<b>If off-campus, work location</b>	Leave blank if on campus; fill out if off-campus.	
<b>Rank</b>	Check preapproval email from DOF for appropriate rank.	
<b>12-month FTE Compensation Rate:</b>	Enter their yearly salary if earning this money from Princeton.	
<b>Signature of Chair</b>	Have the Chair/Director sign	

Link to VIS form: <https://dof.princeton.edu/forms>

## Visa Paperwork Instructions

Submit the following documents to the DoF DropBox

- Confirmation of submission of visa application to the [Davis International Center TigerNav portal](#)
- Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)

## 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