

Print Form

Reset Form

Application Type:



# Courtesy Application Form

Name  Dept. Name

Courtesy Type  DS2019 Visitor Category (if applicable)

Appointment Title  Start Date  End Date

Work Address  Locator Code  Phone #

### Instructions:

- All paperwork must be in the sequence/order according to the checklist below
- Submit this checklist and all the documentation listed below to the **A&S Faculty Affairs Office, room 200A**
- Courtesy appointments must be renewed if they are to continue after the end date above. It is the department responsibility to resubmit a renewal application request with all the required documentation prior to the end date of the current appointment.

### Checklist:

- Curriculum Vitae
- Offer/Invitation Letter
- [Personal Data Form \(PDF\)](#)

Is this application for an international scholar seeking J-1 visa status?  No  Yes

- If **no**, please send a request to [exportcontrol@med.miami.edu](mailto:exportcontrol@med.miami.edu) for Restricted Party Screening (RPS) following the instructions listed on the [Export Compliance website](#). Once cleared results received, print, and attach to this checklist
- If **yes**, please submit the electronic [Scholar DS-2019 Request Form](#) and attach the confirmation page to this checklist

Please state the nature of the collaboration (If insufficient space, please attach a memo):

Supervisor  \_\_\_\_\_ Date

Department Chair  \_\_\_\_\_ Date

Dean's Office Signature \_\_\_\_\_ Date  Faculty Affairs Signature \_\_\_\_\_ Date