

**DIVISION OF GEOLOGICAL AND PLANETARY SCIENCES**  
**Recommendation for Appointment**  
**Visiting Associate**

Faculty or researchers associated with other institutions that expect to stay at Caltech more than one month must have official status at the Institute; they may be appointed to the rank of Visiting Associate for the purposes of study or research. A Visiting Associate must hold a faculty position or its equivalent outside Caltech or at JPL which is retained simultaneously with the Caltech appointment or to which the appointee will return upon completion of the Caltech appointment. The appointment may be part-time or full-time, with salary or without salary.

*(NB: Please see Division Guidelines for approval of a Visiting Associate appointment, by committee and then faculty vote, which must take place after this recommendation is provided.)*

Option Information					
Faculty sponsor:		Option:			
Prepared by:			Ext.		
<b>Please list the Caltech mail code and office assignment for Visiting Associate:</b>					
Mail Code:		Office :		Ext.:	

Candidate Information					
Full name:					
Address:					
Phone:		Email:			
Birthdate:		Place of birth (city, state, country)			
Citizenship:			Marital status:		
Visa status (for nonresident aliens currently in the U.S.)	Type visa:		Exp. Date:		
<b>If family members will accompany NONRESIDENT ALIENS provide the following information for each family member:</b>					
Name	Relationship	Birthdate	Birthplace (city, state, country)	Citizenship	

**Candidate's Permanent Position**

Employer:			
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Title:		Hire date:	
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If nonresident alien is to be supported by outside funding, declare amount of support and the name of the outside supporting agency. A letter from the provider of funding, indicating the amount and the funded period **MUST BE INCLUDED** with this form. Proof of support in the amount of \$42,900/yr, minimum, is required for nonresident aliens.

US\$:		Agency:	
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**Professional Experience**

**Academic record**

Degree	Major	Year Granted	School

**Positions Held**


**Appointment Information**

**NOTE: Recommendations must be submitted to the Division Office at least one week before the Faculty Records Office submission deadline of 4 weeks for U.S. citizens/permanent residents and 8 weeks for nonresidents.**

Period of appointment (how many months):		Proposed effective date:	
Part-time or full time?		If part-time, #days/ mo at Caltech?	
Caltech salary amount, if provided:			

Budgets to be charged: PTA #	Alias #	Percentage
Health insurance coverage is required. If visiting associate will be paid a minimum of \$1,000/mo from Caltech funds, he/she is eligible for staff benefits. If visiting associate will be funded by an outside agency, indicate who will pay for health insurance: the appointee, outside supporting agency, or the host's Caltech account (provide PTA#)		
Health insurance will be paid by:		

### Special Allowances

Are you providing for relocation or housing expenses? If yes, list the maximum \$ amount and the POETA here:

Amount:	PTA#

### Summary of Qualifications and Research to be Conducted

Please provide a brief summary of candidate's qualifications and research to be conducted:

### Division Approval Process

Faculty sponsor's signature	Date

Submit forms to Academic Affairs Manager, GPS Division Office, mail code 170-25.