Brandeis University
Office of Research Administration

Recommendation for Courtesy Appointment

Revised 5/24/08

Please use this form for Research Appointments NOT requiring support from University/grant funds.

Type of Appointment

New Appointment ☐ Reappointment ☐ Revision ☐ Termination ☐

Appointee Information

Proposed Appointee's Full Name:
(Indicate Dr., Mr., Mrs. or Ms.)

Title *First* *M.I.* *Last*

Proposed Appointee's complete mailing address:

Email Address

Country Code *Area Code* *Telephone No.*

Required Attachment

C.V.
(letters of recommendation are optional)

Appointment Information

Proposed Appointee's Title:

If Other, enter Sponsor's Required Title

Start Date: End Date:

Work will be performed: *Office* *Lab*

Indicate special arrangements, if any:

Citizenship Status

U.S. Citizen ☐ Permanent Resident ☐ Non U.S. Citizen ☐

Country of Origin *Country of Citizenship*

Country of Doctorate-Granting Institution *Visa Type*

If Appointee is not a U.S. Citizen, a Notification of Appointment of a Foreign National/Request for Immigration Documents form must be submitted with this form.

Sponsor/Department Information

Department:

Sponsoring Faculty Member's Name:

Department Chair's Name:

Department Contact's Name:

Sponsoring Faculty Member's Signature:

Department Chair's Signature:

Department Contact's Title: Extension:

Date Signed:

Date Signed:

Department Contact's Email: