

**REQUEST FOR VOLUNTEER/VISITING SCHOLAR STATUS WITH HARPUR COLLEGE  
OF ARTS AND SCIENCES**

**Requestor Information**

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Date:  
Begin: \_\_\_\_\_ (mm/dd/yyyy) End: \_\_\_\_\_ (mm/dd/yyyy)

Request Status:  
Volunteer                      Visiting International Scholar                      Visiting Domestic Scholar

Request Summary:

Requested Campus Title:

**Applicant Information**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*If previous Binghamton University student/staff/faculty/volunteer, please specify:*

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Degree Date: \_\_\_\_\_ Degree: \_\_\_\_\_  
Description:

**Expected Duties**

Binghamton University course attendance	Courses to be taught _____
Lectures	Performances
Laboratory collaboration	Other _____
General research collaboration	

**Resources required (responsibility of faculty or department to provide):**

Office	Housing
Phone	University vehicles
Email	Library resources (books/database/journals/etc.)
Laboratory access	Research foundation/grant submission
High performance computing	Translation
Computer: _____	Practice space
Software: _____	Copying
Access to chemicals/gases	Exhibition space
Office supplies	Training: _____
Instruments: _____	Other: _____
Parking	

*Please attach:*

(REQUIRED if request is international) Request form for J-1 Scholar Immigration Document including language documentation and other required information. If the individual will instruct students, please provide documentation that the language proficiency is adequate for the classes that are proposed.

(REQUIRED) Current CV

(REQUIRED) A written request for volunteer/visiting scholar status. This request should include:

- Information about background for the individual related to their participation in campus activities;
- A detailed description (what, when, where, with whom) of duties that are expected for the individual while associated with Binghamton University;
- Plans for required training (health and safety, campus procedures, campus policies);
- Address each of the resources required for the individual (how will these resources be addressed and by whom).
- Details about the value that the individual brings to the University, Harpur College and the associated Department.
- Plan for the supervision of the individual (who, what, how) to ensure their safe and productive participation while part of our campus.

**Agreement**

I agree to supervise the requested individual during their participation at Binghamton University and take responsibility for their successful involvement on our campus and to ensure they follow policies and procedures of the University and State.

Name (print):	_____	Signature:	_____
Title:	_____	Department:	_____
Date:	_____	Phone:	_____
Email:	_____		

**Approval of Department Chair(s)**

Name (print):	_____	Signature:	_____
Title:	_____	Department:	_____
Date:	_____	Phone:	_____
Email:	_____		

Name (print):	_____	Signature:	_____
Title:	_____	Department:	_____
Date:	_____	Phone:	_____
Email:	_____		

**Approval of Dean, Vice President or Designee**

Name (print):	_____	Signature:	_____
Title:	_____	Date:	_____
Phone:	_____	Email:	_____