



TEXAS A&M INTERNATIONAL UNIVERSITY

Visiting Scholar Initial Request Form /Foreign Independent Contractor

The purpose of this form is to request the services of a **foreign** Independent Contractor or Visiting Scholar. This request must be submitted for *all* non-U.S. Citizens (excluding Permanent Residents) 90 days in advance of the proposed contract term. Please submit the completed form with all approval signatures *and* a copy of the individual's résumé to the Office of International Engagement, SC 124. This form should *not* be used to hire a foreign employee (i.e. Visiting Professor). Employment requests should be directed and processed thru HR.

Name of Sponsor/Sponsoring Department: _____

FOREIGN NATIONAL INFORMATION				
Last Name		First Name		Month and Year of Birth
Country of Citizenship	(Proposed) Visa Type	Contact Number	Email Address	

Please indicate the starting and ending date of the proposed appointment. _____ to _____

What is the justification/purpose of the appointment? _____

Please list the primary duties of the individual. (Be specific to avoid requests for further information)

Will the individual be granted access to TAMIU's network or databases? NO YES
 If 'YES', please indicate what accesses will be requested: _____

Will the individual receive any payment from TAMIU? NO YES: Proposed Paying Account _____
 If 'YES', please indicate proposed payment amount: \$_____ monthly one-time payment

Disclaimer: I have reviewed the scope of the research to be performed and I understand that all Responsible Conduct of Research policies and procedures must be followed. This includes appropriate safety trainings, clearance by IRB and IACUC for human and animal subject's research, as well as Export Controls policies.

Offer Letter: All offer letters must include the required statements regarding work authorization and associated medical insurance, and physical and/or intellectual property ownership.

Prepared by: _____
 Host Faculty Member Name (Print) Signature Date

Approved by:			
Department Head	Date	Dean/Director	Date
Appropriate V.P	Date	Office of International Engagement	Date
Export Control	Date	Office of Budget, Payroll \$ Fiscal Analysis	Date
(Required if Individual is Receiving Payment)			

