



# 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: \_\_\_\_\_

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)	



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