

Columbia University Scholar Sponsorship Form

Before you issue a letter of invitation or appointment to an individual who will conduct collaborative or independent research, please complete this form (with all required signatures) to request sponsorship of the scholar to the Office of the Provost's Division of Academic Appointments. Also include:

1. A copy of the *proposed* invitation or offer letter that complies with Columbia University policy as set by the Office of the Provost
2. A copy of the individual's CV

Information on the Visitor	
Name (First, Last): _____	Home Institution (if any): _____
Visitor Title at Home Institution: _____ (if no home institution, provide information on the nature of the profession)	Proposed Title: _____
Highest degree earned prior to intended start date: _____	

Information on the Visit	
Dates of visit: From _____ To _____	Name of Department/Center/Institute: _____
Name of and Title of the Faculty Sponsor Issuing the Invitation: _____	
Purpose of visit to Columbia University: _____	
Will the visitor:	Require access to RASCAL? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Participate in classroom instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Receive remuneration? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, explain: _____
	If yes, what amount and what form (salary, stipend, reimbursement)? _____

Visa Status	
Foreign nationals will ordinarily need a J-1 visa in order to visit the University. The J-1 visa status promotes the safety and well-being of visitors to the U.S. through the U.S. Department of State regulations, among which require the visitor to:	
<ul style="list-style-type: none">• comply with specified health insurance coverage levels• document adequate funding sources to support their stay• be provided with orientation programs and immigration-related advisory services during the program.	
Please indicate the visa status he/she will hold while here:	
<input type="checkbox"/> J-1 Exchange Visitor Visa Status (either through Columbia University or another J-1 visa sponsor). If another visa sponsor, please identify the sponsor: _____	<input type="checkbox"/> Externally sponsored visa (through a separate U.S. employer/university/organization). Please identify the visa type and sponsor: _____
<input type="checkbox"/> U.S. Citizen, Permanent Resident, Pending Immigrant (only if seeking Visiting Scholar / Scientist designation).	<input type="checkbox"/> Other. Please specify (ex. O-1, H-1B): _____

Visual Compliance Confirmation
<input type="checkbox"/> I confirm that I screened the international visitor's name and home institution in Visual Compliance. If the search(es) resulted in a match, I have determined that the match is a false positive or I have escalated the match to the Office of Research Compliance & Training for additional review. If the individual is from a comprehensively sanctioned country, I confirm that I have escalated the search to the Office of Research Compliance & Training for additional review.

Confirmation of Understanding of the Terms/Policies of the Invitation:	
These signatures confirm understanding of the terms of the invitation and the faculty sponsor's and academic unit's intention to invite and host the scholar according to these terms during the dates of the invitation.	
Signature of Inviting Faculty Sponsor: _____	Date: _____
Signature of Chair/Director/Dean: _____	Date: _____
Approval Section to be completed by the Division of Academic Appointments, Office of the Provost	
Approved: _____	Date: _____