VISITING SCHOLAR ELIGIBILITY FORM

To be completed by Host Department Chair

Category of Visitor:

- ☐ Professor – Exchange visitor will participate primarily in teaching, lecturing, observing or consulting at CMA.
- ☐ Research Scholar – The exchange visitor will conduct research, observe or consult in connection with a research project.
- ☐ Short-Term Scholar – The professor or research scholar visits CMA for a maximum duration of one semester.

Visitor Information:

Full Name: _____

Institutional Affiliation in Home Country: _____

Position in Home Country: _____

Beginning/End dates of Appointment/Visit (dd/mm/yy): _____/_____

Briefly describe purpose of (or plan for) scholar's visit, including subject field:

_____

_____

_____

_____

Identify Host Dept/Faculty Sponsor at CMA: _____

Department/Name/Contact Number

Department will ensure the following support:

☐ Office Space ☐ Computer ☐ Phone ☐ Airport Pickup

Source of Financial Support: Authorization requires funding of at least $1000 per month; $500 for each spouse/$250 for each dependant. If source of funding is:

- ☐ A grant or other outside funding source, please provide appropriate documentation from the funding organization.
- ☐ A foreign University, please provide an official letter (on University letterhead) stating the amount and duration of funding provided.
- ☐ CMA, please provide an official letter from the department responsible for payment and the amount and duration.
- ☐ Honorarium, please provide appropriate documentation from department.
- ☐ Personal funds, please provide a bank statement.

Visitor's English Language Proficiency:

- ☐ Proven through demonstration on videotape

_____	_____
Department Chair	VP Academic Affairs
_____	_____
Academic Dean	President

If approved with all four signatures above, proceed according to the checklist at:
http://www.csum.edu/visitingexchange/visitingscholars/checklist-visitingscholar.asp

If not approved, chair advises scholar.