

I. Visiting Student Scholar's Info

Student Scholar's Full Name

Home Institution *(Name and Full Address)*

Degree Program *(Note status, Year X of Y)*

E-mail Address

Phone Number *(include country code, if applicable)*

Home/Personal Address

II. Brooklyn College Faculty Sponsor Info

Sponsor's Full Name

Title *(must be a full-time faculty member)*

Department

School

III. Visiting Term Info

Start Date

End Date

Notes/Clarification *(if necessary)*

IV. Required Supporting Materials and Attestation

The following items must accompany this form as part of the application materials:

- Transcript/Record of Current Degree in Progress (*unofficial is acceptable*)
- C.V. or Resumé
- Brief statement of intent, explaining what the visiting student scholar hopes to accomplish
- Letter of support from the Brooklyn College faculty sponsor

I understand this appointment as a visiting student scholar is an honorary one, with no compensation or other payment provided. Visiting Student Scholars earn no credit toward any coursework, degree or certificate at Brooklyn College. Potential Visiting Student Scholars (“Scholar”) must have a Brooklyn College faculty sponsor (“Sponsor”), who will be responsible for their activities while the appointment is in effect. Use of any additional college resources is subject to the Department Chair and/or Dean’s approval. The Scholar may not represent themselves as an employee or student of Brooklyn College, unless they, separately, receive an appointment as an employee or are registered as a student.

Student Scholar’s Signature

Date

If the application is approved, this form will constitute authorization of the Student Scholar’s visit. Customary privileges will be arranged by the faculty sponsor and/or their department. Arrangements for issuing an ID for campus access and other related matters will be coordinated by the hosting academic department, the Office of the Provost, and the Office of International Student and Scholar Services (ISSS).

Note to Non-U.S. Citizens: Visiting student scholars are not eligible for visa assistance or travel authorization assistance from Brooklyn College.

V. Recommendations and Approvals

The full application packet, including the supporting materials, shall be routed to each of the individuals for review and signatures following the order below.

Department Chair (*Sponsor’s Department*)

Date

Dean (*Sponsor’s School*)

Date

Provost

Date