



INTERNATIONAL STUDENTS & SCHOLARS

163 William Street, 16th Floor
New York, NY 10038
(212) 346-1368

Hosting International Visiting Scholar at Pace University

To be filled out by the Hosting Department - please type or print clearly.

Sponsoring Department _____ Faculty Member (if applicable) _____

Dept. Address _____ Telephone _____ Email _____

Name of Prospective Scholar _____
Last name /Surname First/Given name

Prospective Position at Pace (please check one)

☐ Professor (3 weeks to 5 years) ☐ Research Scholar (3 weeks to 5 years) ☐ Short-Term Scholar (3 weeks to 6 months)

Prospective Sponsor assignment ☐ Teach ☐ Conduct Research ☐ Do Both (Teach/Research)

Appointment at Pace From _____ to _____

Position is ☐ Tenure Track ☐ Non-Tenure Track ☐ Short-Term ☐ Unsure

Country of Citizenship _____ Country of Permanent Residence _____

Academic Degree(s) & Field(s) _____

Position in his/her Home Country (be specific) _____

Briefly describe the field of teaching and/or research while at Pace (if applicable) _____

Chair's Department _____ Email _____ Tel. _____ Date _____

Dean _____ Email _____ Tel. _____ Date _____

FUNDING INFORMATION

If the funding source for this employee or visiting scholar is other than a Pace salary or stipend, an official financial sponsorship letter in U.S. \$ must be provided. All financial statements must be in English. A minimum of \$15,000/year is needed for the living expenses of a scholar (the "principal alien") plus an additional \$10,000/year for a spouse and \$5,000/year per child.

Source(s) of Funding

Pace University \$ _____ (Specify department) _____

U.S. Government \$ _____ (Specify source) _____

Grant \$ _____ (Name of grant) _____

Home Country Gov't. \$ _____ (Specify source) _____

International Org. \$ _____ (Name of organization) _____

Personal Funds \$ _____ (Attach a bank statement showing balance in U.S. \$)

Will he/she be paid via the Pace Payroll Department? ☐ Yes ☐ No

Please return this form electronically along with the invitation letter 2 to 3 months prior to the start assignment date to:
Jill Stephenson, Assistant Director, International Students & Scholars, jstephenson@pace.edu

Last updated 01/29/2016