



# INTERNATIONAL STUDENTS & SCHOLARS

163 William Street, 16<sup>th</sup> 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:  
Mira Krasnov, Director, International Students & Scholars, mkrasnov@pace.edu**

*Last updated 12/3/2019*