

Visiting scholar's name: \_\_\_\_\_

Sponsoring faculty member's name: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Time extension request? \_\_\_\_\_ Original Dates: \_\_\_\_\_ - \_\_\_\_\_

Explanation of visiting scholar's work while at CAFE:

The sponsoring unit adds the Visiting Scholar's information into SAP. SAP ID# \_\_\_\_\_

Unit Leader's signature \_\_\_\_\_

Dean's signature \_\_\_\_\_

Provost Office \_\_\_\_\_

- Documents to include:
- Offer Letter or other terms document
  - Visiting Scholar's CV
  - CAFE FRPA Action
  - FDB Entry
  - Electronic Pending File
  - Email Provost's Office Documents