



Courtesy Appointment Application

For Coral Gables/Rosenstiel faculty use only

Instructions

- All paperwork must be in the sequence/order according to the checklist below.
- Submit this checklist and all the documentation listed below to facultyaffairs@miami.edu.
- Courtesy appointments are valid for a period of up to one calendar year and must be renewed if they are to continue after the end date.
- It is the department's responsibility to resubmit a renewal application request, with all the required documentation, prior to the end date of the current appointment.

Name: _____ Application Type: _____
Dept. Name: _____
Work Address: _____ Phone: _____
Courtesy Type: _____ Appointment Title: _____
DS2019 Visitor Category (if applicable): _____

This appointment will be: _____

Start Date: _____ (Required) End Date: _____ (Required)

Checklist: - Curriculum Vitae - [Offer/Invitation Letter](#) - [Personal Data Form \(PDF\)](#)

Is this application for an international scholar seeking J-1 visa status? _____

- If no, please send a request to exportcontrol@med.miami.edu for Restricted Party Screening (RPS) following the instructions listed on the [Export Compliance website](#). Once cleared results received, print, and attach to this checklist.
- If yes, please submit the electronic [Scholar DS-2019 Request Form](#) and attach the confirmation page to this checklist.

Explain the nature of
the appointment:

Sponsor Approval

Print Name

Signature (Click on box above and
sign with your digital ID)

Date

Department Chair Approval

Print Name

Signature (Click on box above and
sign with your digital ID)

Date

Dean's Office Approval

Print Name

Signature (Click on box above and
sign with your digital ID)

Date

Office of Faculty Affairs Approval

Print Name

Signature (Click on box above and
sign with your digital ID)

Date