

MRI - New Appointment Information

*Please complete and return to Tina O'Hara in room 204 MRL
(24-28 weeks must be allowed for a new international visitor to undergo a security check and receive a visa)*

Name: _____ PSU ID _____

Campus Mailing Address: _____

OR

Permanent Home Address _____

Title of Position*: _____ Salary: _____

(Postdoctoral and Visiting appointments receive a salary from Penn State; Adjunct appointments do not)

- Short-Term Scholar** (6 months maximum); cannot be reappointed but can go home and get new documents and return.
- Visiting Scholar** (6 months or more); can be reappointed but cannot return for 12 months after appointment ends.

Begin date _____ End date _____
 desk in room _____ phone # (if assigned) _____

Type of Appointment:

- Fixed-Term I (higher fringe rates; benefits immediately)
- Fixed-Term II (lower fringe rates; benefits after 2 years on the payroll) at _____ % effort
- Wage** Summer Grad Lecturer/Researcher** Undergraduate Fellowship (through _____)
- Adjunct (Budget and Fund to charge expenses: _____).
- Postdoctoral Scholar (*see below*) Postdoctoral Fellow
(For grad students, postdoc appointments cannot be made until the Grad School has approved the thesis. Please indicate whether it has been approved: yes no)
- Grad (1/4 time OR 1/2 time OR 3/4 time. Grade _____)
 Program: _____ Degree Sought: _____

****Grad students who are working on wage payroll should contact the Student Insurance Office (320 Grange Bldg.) to inquire about continuing their health insurance.**

Fund Number	Fund Name	Funding Agency	Time Period	% Time on Budget	PI Signature
<i>Amount does not include fringe and overhead. Stipend, tuition, fringe and indirect cost are subject to change each July 1st.</i>					

ALL appointments (except wage and grads who are already at Penn State) require a paragraph outlining the research on which employees will work, goals, duties, expected scholarly and/or research activities, the length of time the research requires, whether and why the scholar will leave the country during the research period, reporting lines, interdepartmental or intracollege expectations, etc. Any special considerations, such as annual research stipend for travel, equipment, research activities, etc., plus reference to any other informational materials must also be included with this letter.

If additional space is needed, please check here and use the back of the form _____

Approval Signatures: _____

Primary Supervising P.I. Signature

Budget Administrator: _____