

Faculty sponsor is responsible to ensure appropriate SAFETY TRAINING is provided to all visitors.



Cornell University
College of
Veterinary Medicine

Visitor Request Form

Date of request: _____

Sponsoring department: _____ Faculty Sponsor: _____

Name of Visitor: _____ Email/contact info: _____

Citizenship, if known: _____

Status of Visitor:

If an employee elsewhere, what is his/her job title: _____

If a student elsewhere: Undergrad PhD DVM MS

Is academic credit from Cornell required? Yes No

Degree(s) held by visitor (include copy of CV): _____

Purpose of Visit: Active Collaborator Non Collaborator Hands on tailored lab / clinical training

*Lab visit/bench fees are to be charged Yes No

Will visitor need CU ID/Net ID? Yes No Client animal contact: Yes No

Proposed dates of visit: _____

***Application \$150 fee for all. With CU ID/Net/ ID or Visa an additional \$250 fee for a \$400 total.**

Payment from:

Faculty host Faculty department Home institution Visitor Dept. Waiver - limited use

If Faculty host or Faculty department please give account to be charged: _____

Financial Support for visit:

Externally Sponsored: nstitution government other **Amount:** _____

(If not paid by CVM or visit is longer than 3 months funds must meet CVM min. \$2,600 per month)

Payment from faculty sponsor to help defray costs of visit (rent, food, etc.) Yes No Amount: _____

Compensation from faculty sponsor for work performed during visit: Yes No

Note: compensation = employee status, therefore labor laws apply. Intern status will be paid hourly & is entitled to overtime pay Academic status must be paid minimum of \$990/week*

IF VISITOR IS A FOREIGN NATIONAL -- Is visitor currently in US: Yes No

Will a visa be needed: Yes No

Cornell Vehicles CANNOT be driven by visitors

02/23 pav37

Research Project: _____

Project Funding source: _____

Mentoring Lab Member: _____

Proposed Work Station: _____

Work Style: Fully Remote On Campus Hybrid (# of days/week on campus)

The faculty member has provided all of the necessary documentation for the visitor. This request has been:

Approved

Denied

Comments: _____

Department Chair Signature _____