

Honorary appointment process

Dept. Administrator (DA):

Faculty request received

Initial information needed:

1. Name and email address
2. Time period of appointment
3. Purpose of appointment
4. U.S. citizen or foreign national (assess visa needs)

Foreign national coming to US

Send email to candidate:

1. Request electronic copy of CV from individual.
2. Provide link to IFSS financial support required.
3. Request financial support documentation (translated in English)
4. Request social security number (by phone)
5. Provide link to IFSS DS2019 form to begin J1 process.
6. Request copies of visa and/or passport with photo.

Candidate forwards info/DA reviews/assesses:

1. If financial support meets minimal visa requirements.
2. If additional support from PI is needed and available.
3. If DS2019 form is completed.

US citizen

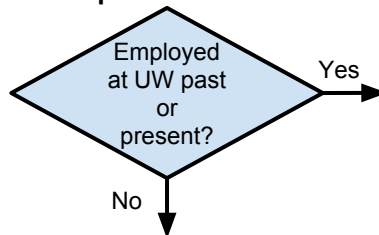
-or-

Foreign national not coming to US

Send email to candidate requesting:

1. Electronic copy of CV.
2. Social security number (by phone).

Dept. CV review



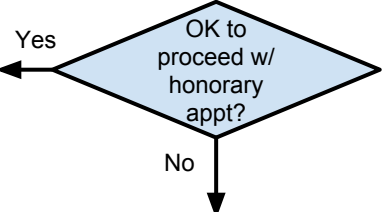
Email COE HR rep

COE reviews employment history

1. If last appt. was as Assistant Prof.
2. If candidate has current UW appt.
3. If 30 days after appt. end date has passed
4. Advises/directs dept.

Dept. Administrator/Payroll staff

Prepares and sends invite/appt. letter as pdf to candidate; cc Chair and host PI.



Payroll staff enters appt. in JEMS.
COE HR pushes appt. into HRS.

Honorary appt. not allowed