



**RECOMMENDATION for VISITING SCHOLAR or VISITING FELLOW**

I recommend that \_\_\_\_\_ be appointed      Visiting Scholar      Visiting Fellow  
Nominee's Name

at the GSD for the period of time from \_\_\_\_\_ to \_\_\_\_\_. \*Up to 12 months; faculty sponsor  
Month/Year      Month/Year      must be in residence

**In signing this form below, I agree to serve as this person's sponsor and primary contact at the GSD, and to make myself regularly available to them for questions and general assistance.**

\_\_\_\_\_  
**Faculty Sponsor Name**      **Date**

**ADDITIONAL INFORMATION**

Citizenship status (select one):      US Citizen      US Permanent Resident      Other

Will a Harvard-sponsored visa be required?      YES      NO (if YES, appointment must meet J-1 visa eligibility requirements as determined by the Harvard International Office; please consult Faculty Affairs regarding visa eligibility.)

What is the source of the funding that will support the visit? \_\_\_\_\_  
Name of funder and type of funding (e.g. private foundation, government grant, industry sponsor, etc.).

How often will you meet with the visitor during their time at Harvard? \_\_\_\_\_

Will this appointment require access to a GSD email account and/or GSD data systems or other data?      YES      NO  
If YES, please specify any desired access to GSD systems or data other than email: \_\_\_\_\_

Has the visitor held a previous GSD and/or Harvard appointment? If so, please list: \_\_\_\_\_

**Please submit completed form with Department Chair's signature, and attach the following REQUIRED ELEMENTS:**

- Applicant's current CV\*
- Letter of interest from the applicant including a summary of specific research or other creative work to be undertaken at GSD during the proposed appointment;
- **Letter of sponsorship\*\*** from sponsoring GSD faculty (must address questions outlined below)
- If visitor is not a US citizen, proof of funding.
- Indication of approval by the sponsoring faculty member's Department Chair (signature below)

*Applications will not be considered until all of the above elements are submitted. Once the Department Chair has approved an application, the request may be placed on the agenda for review by the Executive Committee. Applications should be submitted no later than September for the spring term and no later than March for the following fall term.*

**\*Current CV must include:**

- Full name, with link to applicant’s professional website
- Home academic/professional institution (please include link to English-language home page)
- Date of birth, Gender, Permanent address, Email address

**\*\*Letter of Sponsorship should address:**

- Was this proposed appointment the result of a formal application and selection process? If yes, please describe.
- If not, please describe how this visiting scholar/researcher was selected.
- Please describe the visitor’s research/educational project.
- Does the visitor’s research intersect with a project you are directing? If not, is it self-initiated and directed and/or part of a larger project at a home institution?
- How will the visitor’s presence and research benefit the GSD/department and/or your research agenda? What is the benefit to the visitor of the time spent at Harvard?
- If relevant, please address any circumstances that may pose a conflict of interest with the proposed appointment? (eg., current or previous relationship between the visitor and GSD/Harvard, visitor’s professional or academic activities and financial interests and those of the GSD?)
- Is the visitor well-known in his/her sphere and likely to attract any public attention? If so, how?

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**APPROVALS**

I/we affirm that I/we have reviewed the visitor’s credentials and discussed the proposed project with the visitor, and that both are consistent with the School’s mission, standards, and expectations. To the best of my/our knowledge, other than as may be indicated herein, the visitor:

- is not a member of or affiliated with any institution that is on the U.S. Government Restricted Party List (<https://www.export.gov/csl-search>)
- has not been found to be in violation of any applicable federal, state, and local laws and regulations bearing on his/her fitness for a Harvard appointment;
- has been informed of Harvard University’s faculty policies and procedures (including but not limited to those related to conflicts of interest) <https://provost.harvard.edu/pages/policies>; and relevant policies of the GSD;
- has reviewed and if appointed is prepared to sign the university’s Visitor Participation Agreement <https://vpr.harvard.edu/visitor-participation-agreements>;
- has not been sanctioned or disciplined by any legal, regulatory, or institutional authority.

Also, to the best of my knowledge, there are no pending or closed investigations or other concerns that raise questions about the visitor’s academic integrity or professionalism, or the quality of the visitor’s contributions to the Harvard community.

\_\_\_\_\_  
Sponsoring Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair’s Signature

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Associate Dean for Academic Affairs *for the Executive Committee*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean for Administration

\_\_\_\_\_  
Date