

**DEPARTMENT OF SOCIOLOGY**  
**REQUEST FORM FOR HONORARY VISITOR**

**MINIMUM PROCESSING TIME:**  
**US CITIZEN VISITORS -- 4 WEEKS PRIOR TO ARRIVAL DATE**  
**INTERNATIONAL VISITORS -- 4 MONTHS PRIOR TO ARRIVAL DATE**

**DURATION OF VISITOR APPOINTMENT:**  
**FOUR WEEKS TO ONE YEAR**  
*Extensions beyond 1 year may be granted at the Department's/College's discretion*

**Faculty Sponsor: Complete and forward to the department administrator.**

Date \_\_\_\_\_

I request appointment for the following honorary visitor:

**Name:** \_\_\_\_\_  
Last/Family Name First/Given Name

**Male or Female? (:)  Male  Female**

**Dates of appointment:** \_\_\_\_\_ (mmddyy) through \_\_\_\_\_ (mmddyy)

**Faculty sponsor:** \_\_\_\_\_

**Visitor's date of birth:** \_\_\_\_\_

**Is the visitor an international visitor? (:)  YES  NO**

**Will visitor require office space, if available? (:)  YES  NO**

**Visitor's email address** \_\_\_\_\_

**Visitor's current mailing address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach copy of candidate's current vita, as well as a few sentences regarding the candidate's plans with this appointment.**

**IMPORTANT NOTE:**

Honorary appointments are zero dollar appointments without any budgetary obligation on the part of the Department of Sociology or the University of Wisconsin-Madison. If you wish to offer a salary or stipend to a visitor, please see Vicki Fugate in department payroll office. The department does not guarantee office space to honorary visitors. To request office space, please contact the Associate Chair.

**Requestor's signature/date:** \_\_\_\_\_

*If approved by both the Chair and the Dean, an invitation letter will be mailed to the honorary visitor. The faculty sponsor will receive a copy of the invitation letter.*

**Requestor's unit (✓)  SOC  CDE\*  CDHA\*  COWS\*  Other\* \_\_\_\_\_**

**\*For requesters affiliated with a Center, the expectation is that the Center will assume the administrative duties associated with the visit.**

**To extend an existing honorary appointment, a request must be made to the Department Chair stating the dates of the extension. For international visitors, the request must be made at least 4 months in advance. The request may be made in writing or by email.**