



Research Laboratory of Electronics

Academic Appointment Request Form

Allow 90 days lead time for international scholars and one month for US citizens and permanent residents

- Required field*
- Include scholar's CV * with request
- Return to RLE Human Resources 36-415 or rachel79@mit.edu
- Include English Proficiency Form* if J-1 visa is needed with request

Scholar Information

*Full Name: _____
Last *First* *M.I.*

* E-mail Address: _____

* Known Visa Needs/Requests: _____

Citizenship: _____ * MIT ID Number (if previously assigned): _____

Appointment Information

* Title: _____

* Start & End Date: _____

MIT Address: _____

* Salary/ Financial Support: \$ _____

MIT Phone: (____) _____

% Effort: _____

* Faculty/PI Supervisor: _____

* Source of Funds: _____

* Two to Three Sentence Summary of Research:

Cost Object	%	Cost Object	%

*EHS Training Checklist:

- 1) **Use or supervise those who use biological materials requiring BL1 or BL2 containment.**
This will prompt training 260
- 2) **Use or supervise those who use potentially hazardous chemicals in a laboratory.**
This will prompt trainings 100, 111 & 501
- 3) **Use class 3b or 4 lasers**
This will prompt training 371
- 4) **Use hydrofluoric acid**
This will prompt training 130

For Visitor or Research Affiliate *

- Where is the Visitor/Research Affiliate employed and in what position?
- What is the proposed purpose of MIT appointment? (Connect to active sponsored project if applicable)
- Describe affiliation faculty/PI sponsor has with institution or company Visitor/Research Affiliate is employed with.