

**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

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

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

**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.**

**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 Kay Vanderbilt in department payroll office. The department does not guarantee office space to honorary visitors.

**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.