



**Woods Hole Oceanographic Institution**  
**Academic Programs Office**

**AUTHORIZATION TO APPOINT A GUEST STUDENT**

<b>Student Name:</b>	<b>Student Email:</b>
<b>Student Address:</b>	

**Affiliation/Home Institution:**

**WHOI Department:**

**IDENTIFY TYPE OF ACTION**

<input type="checkbox"/> <b>New Appointment</b>	<input type="checkbox"/> <b>Extension of Appointment</b>
<input type="checkbox"/> <b>Reappointment</b>	<input type="checkbox"/> <b>Exchange Program with Southampton</b>

**Appointment dates - Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

Is the student a foreign national?  Yes  No

**Reimbursement:**

Will reimbursement for housing, travel or per diem be offered?  Yes  No

Please specify:  Travel  
 Per diem (\$35/day)  
 Non-WHOI housing (up to \$1000/mo)

*An Advance Request & Authorization to Travel form must be attached or reimbursement cannot be made.*

WHOI housing (*NO Advance Request & Authorization to Travel form required*)  
 If student requires WHOI housing, please contact housing@whoi.edu as soon as possible.

**Additional comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

_____	_____	_____
<b>Sponsor Name</b>	<b>Sponsor Signature</b>	<b>Date</b>

Please attach a memo from the WHOI Sponsor detailing the educational benefits to the Guest Student.  
 Forward completed authorization form with attachments to Academic Programs Office MS #31.

**AUTHORIZATION SIGNATURES**

_____ <b>Department Chair/Administrator</b> <span style="float:right"><b>Date</b></span>	_____ <b>Associate Dean (for graduate student)</b> <span style="float:right"><b>Date</b></span>
_____ <b>Foreign Nat'l Advisor (if guest is foreign nat'l)</b> <span style="float:right"><b>Date</b></span>	_____ <b>Registrar (for undergraduate student)</b> <span style="float:right"><b>Date</b></span>