



This form is to be used for students, scholars, or student interns already in the HIO system from previous visits, students who are now working as scholars, or those who are changing departments. Do not create new ISD records for these individuals. Complete this form and receive Part 2 from your scholar or student intern and send all documentation to [internationaloffice@harvard.edu](mailto:internationaloffice@harvard.edu).

**PART ONE: INFORMATION ABOUT THE APPOINTMENT**

This scholar is moving from one department/school to another within Harvard University.

Name of Scholar: \_\_\_\_\_

Scholar's Date of Birth: \_\_\_\_\_

Appointing Department, School, Hospital: \_\_\_\_\_

Dates of intended appointment FROM \_\_\_\_\_ TO \_\_\_\_\_  
*mm/dd/yyyy* *mm/dd/yyyy*

Appointment Title:

\_\_\_\_\_/\_\_\_\_\_  
*Harvard Title* *Hospital Title (required if applicable)*

Position CIP Code/Subject Area: \_\_\_\_\_ (hint: this is the CIP code you would use for ISD)

Funding Information: (Please provide funding information for the intended appointment period only)

Funding start \_\_\_\_\_ End \_\_\_\_\_ Amount \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_

Funding start \_\_\_\_\_ End \_\_\_\_\_ Amount \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_

How many hours the individual will work per week? \_\_\_\_\_

Name of Faculty Sponsor: \_\_\_\_\_

Place where scholar will be working: \_\_\_\_\_

I confirm that the scholar will work on campus/hybrid. If the scholar will work fully remotely, explain below in notes.

I certify that this individual possesses sufficient proficiency in the English language to successfully participate in the program and to function on a day-to-day basis.

Department Contact Person Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Notes:**

## Checklist

- Completed Part 1 of the E-Form by the administrator
- Completed Part 2 of the E-Form completed by the scholar.  
Please ensure its completeness.

### **Scholar's:**

- Passport Information Page
- Form I-94 (if currently in the U.S.)
- Previous copy of their DS-2019 (if participated in J status)
- Previous copy of their U.S. visa stamp
- Dependent passport pages (if applicable)
- Academic Appointment letter
- Proof of Funding