



## WILLIAM & MARY College of Arts & Sciences

### Courtesy Pre-doctoral Affiliate Scholar Appointment Form

Use this form to request a courtesy affiliate scholar appointment in Arts & Sciences for a non-W&M graduate student. This form can be used for both international and domestic graduate student scholars who are non-matriculated student visitors.

- Departments/programs seeking a courtesy affiliation for an *international* graduate student scholar (non-matriculated) should do so in cooperation with the Reves Center. Submit this form along with the scholar's current C.V. to the Vice Dean for Research and Graduate Studies to request approval.
- Departments/programs seeking a courtesy affiliation for a *domestic* graduate student scholar (non-matriculated) should submit this form along with the scholar's current C.V. to the Vice Dean for Research and Graduate Studies to request approval.
- Following review by the Vice Dean for Research and Graduate Studies, if approved, the form will be forwarded to the Vice Dean for Student Success & Senior Associate Dean of Students for activation of requested W&M accounts and services. There may be fees associated with certain services (e.g., the ID card) that will be the responsibility of the scholar or sponsoring program.

#### Instructions

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Signatures required before returning the form:

- The scholar's sponsor at W&M;
- Chair or Program Director of the sponsoring department or program.

Deadline: The Office of Graduate Studies will accept this form at any time during the calendar year.

Return the scholar's current C.V. along with this form by email to Office of Graduate Studies (dean-gsr@wm.edu). Use your W&M email account when submitting forms to the OGS.



**WILLIAM & MARY**  
College of Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Ewell Hall (Suite 256), 221 Jamestown Road  
757-221-1966 | dean-gsr@wm.edu

## Courtesy Pre-doctoral Affiliate Scholar Appointment Form

Scholar's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Non-W&M Email: \_\_\_\_\_ Nationality: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

### Campus Information

Sponsoring Dept/Program: \_\_\_\_\_ Campus Location: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_ Sponsor's Email: \_\_\_\_\_

Reason for granting affiliation with W&M:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (May not exceed a one-year period; may be renewed.)

Is this a renewal? ☐ No ☐ Yes; Indicate Banner ID (93#) \_\_\_\_\_

The following will be granted automatically, upon approval: network access; W&M ID Card; W&M Library privileges.  
Please check the boxes for any additional services the scholar should be granted access to, upon approval:

☐ Blackboard ☐ Box (File Sharing) ☐ Email

\_\_\_\_\_  
Sponsor's Signature Date

\_\_\_\_\_  
Chair/Program Director: Print Name | Signature Date

\_\_\_\_\_  
Vice Dean for Research and Graduate Studies Signature Date

Assigned Banner ID: \_\_\_\_\_ Assigned W&M Email: \_\_\_\_\_

Distribution: ☐ Department/Program ☐ Reves Center ☐ Dean of Students ☐ File