

FYI Circulation

for Visiting Scholar/Guest in-Residence (VS/GiR) Approval Form

Important note: This is FYI only and for internal use of IXO.

Office	Copy Distributed To:
IXO - Original	Grace Morales to save in IXO's Shared Folder and disseminate the form to below-listed parties
Finance Department <i>- If stipend is involved</i>	Payroll and Budget - payrolloffice@aus.edu
Operations Department <i>- for AUS ID card (should include the Temporary ID Request Form)</i>	Ms. Medelyn Marasigan Mr. Saeed Al Shamsi Mr. Syed Naqvi
Office of Public Affairs <i>- for visa (should include Employment Clearance Form and Visa Information Form)</i>	Mr. Ahmad Kaddoura Government Relations – gr@aus.edu
IT Department <i>- if AUS email account and AUS network is required (should include User Network & Email Account Request Form)</i>	Hand-deliver the forms or send via campus mail to IT Help Desk at M130, First Floor, Main Building
Alumni Affairs <i>- if scholar is an alumnus/alumna</i>	Ms. Dana Abu-Aisha
HR <i>(for Banner system setup such as generating AUS ID, stipend payment setup, etc.)</i>	Mr. Varun Lal
Health Center	Ms. Ellie Boulton
Office of Research (FYI)	research@aus.edu
VP of UG Affairs & Instruction I Faculty Development Center <i>- if VS arrives before or near Faculty Orientation Week</i>	Dr. Cindy Gunn
Faculty Host	As indicated on Info Sheet
Department Head	As indicated on Info Sheet
Dean's Office, Host Academic Unit <i>- please circle:</i>	<i>As appropriate:</i>
CEN SBA	Dean, CEN Dean, SBA
CAAD CAS	Dean, CAAD Dean, CAS