

## **Visitors to Courant—Procedure for Approvals and Arrangements**

1. Faculty member or Administrative Aide (AA) completes the visitor form (available from all Administrative Aides) and attaches draft invitation/offer letter (templates available on the web or through AAs).
2. Form is submitted to Visitor Coordinator (one administrative aide will be designated as the Visitor Coordinator).
3. Visitor Coordinator reviews and forwards to Department Chair for approval if the visit is for more than 4 weeks.
4. Visitor Coordinator also verifies budget approval for all paid visitors, through SPOs for grant funds or through budget officer for operating funds.
5. Visitor Coordinator reviews draft offer/visitor letter to insure appropriate letter is used and consults with HR officer for any special circumstances. Once finalized, the Coordinator distributes signed offer letter to appropriate staff at Courant.
6. Once visitor has accepted offer/confirmed visit, Visitor Coordinator will:
  - a. Make arrangements/referrals for Visa, housing (if needed)
  - b. Arrange for email, NYU ID
  - c. Refer to Jude Ali for office/space assignment, phone set up, keys.
  - d. Enter information into Courant Tracking Database, including projected end date of visit.
7. If visitor will be paid by NYU (teaching or non-teaching), Visitor Coordinator will forward all necessary documents to HR for processing.
8. When visitor arrives, Visitor Coordinator will arrange for keys, ID, and refer to payroll for processing if required.
9. Each month, Coordinator will run a report of all visitors scheduled to leave in the next 30 days to verify end dates or renew appointments if needed.
10. One week prior to leaving, Coordinator will contact visitors about returning keys, other department equipment, etc.