



# NYU | COURANT

## Visitor Request Form

### Visitor Information

Family Name

Given Name

E-mail

Phone Number

Current Home Institution

Visitor's Title/Position

Mailing Address

NYU Faculty Sponsor/Collaborator Name

NYU Faculty Sponsor/Collaborator Email

NYU Faculty Sponsor/Collaborator Department

- Computer Science
- Mathematics
- Data Science
- Other

Arrival Date

Departure Date

### Details of Visit

#### Purpose of Visit

- |   |  |
|---|--|
| <input type="checkbox"/> Postdoc                                | <input type="checkbox"/> Teaching                                      |
| <input type="checkbox"/> Research collaboration on an NYU grant | <input type="checkbox"/> Research collaboration on the visitor's grant |
| <input type="checkbox"/> Sabbatical from another university     | <input type="checkbox"/> Participation in conference/colloquium        |

#### Requirements for Visit

1. Will the home institution require NYU to sign an agreement with them?  Yes  No  
If available, please include a copy of the agreement in PDF format.

2. Is this an internship?  Yes  No  
**Note:** Internships require processing through legal counsel.

3. Does the visitor require any accommodation due to a disability?  Yes  No  
If **yes**, explain:

## Details of Visit (continued)

### Funding

1. Will any funds be transferred to NYU?  Yes  No

If **yes**, explain:

2. Will the visitor be paid as an employee?  Yes  No

If **yes**, do not submit this form. Please contact your assigned sponsored research officer.

### Type of Payment to Visitor

Consultant

Funding Source:

Stipend

Funding Source:

Honorarium

Funding Source:

Per Diem

Funding Source:

**Note:** See SPO for approval. Per diem for business visa/waiver holders are for stays of 9 days or less.

Reimbursement

What items will be reimbursed? (i.e. airfare, bus, train, meals)

Funding Source:

**Note:** original receipts are required.

No Payment

## Resources and Services Requested

Courant short-term housing (no longer than 3 months)

From (date):

To (date):

Paid by:

- Visitor
- Faculty

Funding Source:

NYU ID <sup>[1]</sup>

Courant Computing Account  
(for Linux desktop or server access) <sup>[1]</sup>

Office Space

From (date):

To (date):

Location:

- Warren Weaver Hall
- 60 Fifth Avenue

Referral to off-campus housing

Visa Assistance

Courant Linux Desktop <sup>[1]</sup>

**[1]** Wifi access comes with an NYU ID number and does not require a Courant account. Courant servers can be accessed from a personal device without a desktop system.

## Comments

Please write any additional comments here:

## Signature

Sponsor signature

Date