

# REQUEST FOR CONTINGENT WORKER APPOINTMENT

## (formerly University Affiliate)

*If you'd like to use this as a fillable form, please open it with Adobe*

Requested by: \_\_\_\_\_ on \_\_\_\_\_  
*Faculty/Staff* *Date*

Please Appoint:

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

UT EID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Citizenship:  Non-Resident Alien  US Citizen  Permanent Resident

Country of Citizenship: \_\_\_\_\_

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

External Organization (university, company, etc.): \_\_\_\_\_

Type of University Affiliate (please select ONE type only)

Visiting Researcher/Scholar

Research Fellow

Sr. Research Fellow

Other (if other, please describe): \_\_\_\_\_

Privileges (please check all that apply):

Building Access After Hours

Library Access

Parking Permit

Account no. for required background check (acct. must end in 50-59): \_\_\_\_\_

Account no. for J-1 processing fee, if applicable (\$300): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Purpose of Position:

Benefit to UT:

Work Location (City, State, Country) \_\_\_\_\_

I would like to request a workspace for this contingent worker in SRH.

Location? (if known) \_\_\_\_\_

I do not need a workspace for this contingent worker in SRH.

***\*Where is physical location for this employee?*** \_\_\_\_\_

\*NOTE: If office space is needed, please consult with Tomas Gomez, [tgomez@austin.utexas.edu](mailto:tgomez@austin.utexas.edu)

Will he/she be issued a UT owned computer?                      Yes                      No

\_\_\_\_\_  
Signature or Electronic Signature of Mgr. or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Dean of Academic Strategies or CBO<sup>1</sup>

\_\_\_\_\_  
Date

<sup>1</sup>The Associate Dean for Academic Strategies will approve all research and academic affiliates. All others will be approved by the CBO.

Please submit this form to [lbjhr@austin.utexas.edu](mailto:lbjhr@austin.utexas.edu)