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.