



CENTER FOR MARINE SCIENCE

# Visiting Scientist Checklist

Checklist to be completed by sponsoring department. Completed copy needs to be sent to host department prior to visit.

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_  
Last First M.I.

Sponsor Dept.: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_  
Name Phone Email

Dates of Visit: \_\_\_\_\_

Space Needed (Office/Lab etc.): \_\_\_\_\_

Access Needed: Gate Access  Building Access  24 hr.  7am-12am

## CHECKLIST TO BE COMPLETED BY SPONSORING DEPARTMENT

		Sponsor Dept. Fund#	Cost
<b>ID card</b>	Form must be completed by sponsor dept. and given to visitor along with payment (IDI). Visitor then takes form to Aux. Svcs. to obtain ID card. <a href="#">UNCW One Card - ID Card Request</a>		\$
<b>Parking Decal</b>	Obtain from Auxiliary Services <a href="http://uncw.edu/parking/">http://uncw.edu/parking/</a>		\$
<b>Keys for Housing</b>	Obtain from Hospitality Services <a href="http://uncw.edu/hospitality/">http://uncw.edu/hospitality/</a>		\$
<b>Equipment Needs</b>	Separate form needs to be signed: Equipment Temporary Check-out list <a href="http://uncw.edu/purchasing/Documents/05164B_TemporaryCheckoutList.pdf">http://uncw.edu/purchasing/Documents/05164B_TemporaryCheckoutList.pdf</a>		\$
<b>Keys for Office</b>	Obtain from Host department		\$

## ROSS HOUSE

Contact CMS Main Office Staff (962-2301) to obtain instructions on how to reserve the Ross House before proceeding with booking. Note that UNCW hospitality services reserves and maintains the Ross House.