

FUNDING INFOR-0.77/2.9 TJ EMC ET /Figure <<MCID 50 >>BDC q 0 0 540 720 re W

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## REQUIRED DOCUMENTATION

Required for All requests:

%% Official University Position Confirmation must cover specific dates (not needed for ~~J~~ Student Intern)

- %% Research Staff Appointment Form; or
- %% Postdoctoral Research Appointment Form; or
- %% Northwestern University Offer Letter

%% Visiting Scholar Health Insurance Form (approved by [Office of Risk Management](#))

%% English Proficiency Af.1 ( 1 Tf 0 .9 (U</MCID 64.1 (ey <</M.6 (f)e)2.8 (d,)2.9 (64.481 -1.upp (e)2.8 ( )-7.4.1 (i)-3.1 (s)1 (i) (byd (e)2.8(r

## SUBMISSION INSTRUCTIONS

Placing pages 4 at the beginning; complete requests should be emailed as one PDF to [FDrequest@northwestern.edu](mailto:FDrequest@northwestern.edu)

email subject: "LAST NAME, New/Extension, Start Date, WILDCAT, New, 04/01/2024)

pdf file name: "DS2019Reg\_LAST NAME, First Name, DS2019Req\_WILDCAT, Willie.pdf)

The department contact submitting the request will receive emails when the OISS received the request, if any additional information is needed, and when the DS-19 is ready for pick up.

Please note our OISS processing time is ~~two~~ <sup>two</sup> weeks upon receiving a COMPLETE request.