

Procedure for Inviting a Visitor and Requesting Office Space

In an effort to assist the staff in making these office assignments easier, we are asking you to please use the following procedure for inviting a visitor and requesting office space for them:

- 1) Please submit your request for visitor space as soon as possible and at least two weeks before your visitor arrives. All requests for assistance with visitor arrangements are to be made by completing the online "*Request for Visitor Office Space*" form. You can find the form here: http://www.as.utexas.edu/astronomy/office_request.html. Successful completion of this form will route it directly to designated staff members in the Chair's Office for processing. Please do not make written or verbal requests to individual staff members in the Chair's office as such requests can lead to conflicting arrangements and misunderstanding. Please have the following information ready to complete the request form:
 - a. Visitor name, Title, Affiliation, E-mail address
 - b. Date of arrival
 - c. Date of departure
 - d. Authorization/Description of expenses to be paid or reimbursed
 - e. Account number to charge expenses to
- 2) All other correspondence should be sent to visitor@astro.as.utexas.edu. Designated staff members monitor this mailbox to ensure all requests are received and processed in a timely manner.
- 3) Long-term visitors (here for more than two weeks) must have an official assignment processed by Estela Sosa. These 0% assignments require a background check and fees for this range from \$6.50 (US Citizens) to \$34.00 (International). You will need to provide an account number for these fees to be charged to along with the information in item #3. For visitors who want a UT Identification Card, once the assignment is processed they can visit the ID Center in the FAC. There is a \$10 fee that the visitor can pay or you can provide an account number for this to be charged to if you prefer.
- 4) Visa Assistance – should your international visitor need assistance with Visa requirements, our staff will serve as the liaison with the International Office to assist them in getting the documents necessary to secure their Visa. Please refer them to visitor@astro.as.utexas.edu if they have any questions.
- 5) Wireless Access - The department purchases AT&T Wireless cards at the cost of \$0.25 each that we provide for our visitors. These cards are good for 24 hours of wireless on one device and our standard is to provide one card per day during their visit. Long-term visitors receive unlimited access through the IT group once their assignment is approved.
- 6) Once you have submitted your request, you can expect to receive confirmation from our staff about the status of the visit and office assignment when it has been processed. If you have any questions, please address them through visitor@astro.as.utexas.edu so that we can maintain a central clearinghouse for all visitor issues.