Notifies and provides an appointment letter to the Visitor confirming offer and terms. A copy is email to researchvisitors@northwestern.edu

Confirming the Research Visitor have adequate medical insurance coverage during the period of appointment. **required for all Visitors

Completes the onboarding termination and submits Position/Appointment Forms.

Informing the Visitor that he/she is subject to all Northwestern University policies.

Working with the IOSS complete visitor’s visa process, if applicable

Contacting the office IRB, IACUC, ORS, if applicable

Directing the Research Visitor to complete the Visitor and Volunteer Lab Agreement form.