

**COURTESY APPLICATION FORM**

New \_\_\_\_\_  
Renew \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

School: \_\_\_\_\_

Department: \_\_\_\_\_ Department #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Faculty/Research

Work Address: \_\_\_\_\_

Locator Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Required) (Required)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature:  
\_\_\_\_\_  
(Required)

Chairperson Signature:  
\_\_\_\_\_  
(Required)

Dean's Office approval: \_\_\_\_\_  
(Required)

- A PDF must be processed with this courtesy application form
- Department must make sure all PDF fields are completed
- Requires Dean's Office approval
- Courtesy appointments will not roll-over. They must be re-entered if they are to continue.
- It is the department responsibility to resubmit required forms.
- **Send to The Office of Faculty Affairs,**  
249 Ashe Building, Coral Gables, Florida 33124-4608