

**NON-EMPLOYEE (AFFILIATE) APPOINTMENT FORM**

(use in conjunction with Personal Data Form)

*Use to establish Non-Employees except Volunteers*

*(For Visiting Scholars, use Visiting Scholar form. For Visiting Student Researchers, use Visiting Student Researcher form. For Volunteers, use Volunteer form. LBNL Postdocs should use their internal process.)*

NON-EMPLOYEE INFORMATION (TO BE COMPLETED BY AFFILIATE)	
<b>Name (First Last):</b>	<b>Address:</b>
<b>Email:</b>	
<b>Student ID:</b>	<b>School:</b>
<b>Student Status:</b>	<b>Is Affiliate Work related to coursework?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Affiliate Statement:</b> <i>I understand that either I or the University may terminate this relationship at any time without notice. I agree to abide by all rules and regulations of the University. I understand that I am not an employee of the University and will not be paid for this appointment.</i>	
<b>Affiliate Signature:</b>	<b>Date:</b>
APPOINTMENT INFORMATION (TO BE COMPLETED BY SUPERVISOR/DIRECTOR)	
<b>Appointment Type:</b>	<input type="checkbox"/> Consultant (N99CN)
	<input type="checkbox"/> Independent Contractor (N99IN)
	<input type="checkbox"/> Staff UC/OP/Affiliated Organization (N99AF)
	<i>Campus:</i> _____ <i>Title:</i> _____
	<input type="checkbox"/> Unpaid Student Facilitator (N2314)
	<input type="checkbox"/> Other:
<b>Start Date:</b>	<b>End Date:</b>
<b>Work Location:</b>	<b>Department:</b>
<b>Hours Worked/Week:</b>	<b>Supervisor:</b>
VISIT INFORMATION	
DUTIES	
NOTES	
APPROVALS	
Attach email approval if needed in lieu of signature below	
<b>Preparer</b> Name:	Signature:
<b>Department</b> Name:	Signature: