



Section I -- Appointee Information - to be completed by department Revised 05/20/2025

Form section I containing fields for Last Name, First Name, Middle Name, University ID, Home Organization Number/Description, Department Contact-Name/Phone, Citizenship Status, Timesheet Organization/Number/Description, Reports To-Name, C97, Position, Suffix, ECLS, Job Title, Faculty Status, Faculty Rank Type, Tenure Status, and various date and reason fields.

Section II-- For Institutionally-Funded Fellowship Only-to be completed by department

Form section II containing fields for Stipend Funding Source, OSU Foundation Fellowship (Award Name, Project ID/Detail Code, Quarterly Stipend, Total Annual Stipend), and Other Institutional Fellowship (Award Program Name, Fund Type, Index/Detail Code, Quarterly Stipend, Total Annual Stipend).

Form section for Tuition Support Source, including Graduate Education Tuition Support Confirmed? (Yes/No) and Summer Tuition Support Confirmed? (Yes/No) with source details.

Section III -- Approvals / Signatures

Form section III containing signature lines for Department Head/Chair, Office of Graduate Education (all forms), and Business Center/Office of Human Resources, with fields for Printed Name, Date, and Phone.