

**Application for Space Use
Scholar Work Spaces
International Center, 421 Temple Street**

Nine spaces on the second floor of the International Center for Yale Students & Scholars, 421 Temple Street, are available for use by visiting international research scholars on a reservation only basis. Preference will be given to scholars who will be in residence for two weeks to one semester and for whom space cannot be located elsewhere at Yale. It will not be possible to accommodate all requests.

Each space (similar to a library carrel) provides a work area with either wireless or internet access and storage for materials. Computers are available for use by individuals who do not have their own laptop. Telephone, fax, and printer/copier are available for shared use. Departments must arrange for each scholar to have a Yale ID, network ID and email account, all to be charged to the department. The Center is staffed from 8:30 a.m. to 5:00 p.m. on weekdays with evening and weekend access for scholars via a Yale ID.

Name of individual to use space: _____
(first) (last)

Title/Position: _____

Home Institution/city: _____

Sponsoring Program, Department, or School: _____

Yale Faculty Sponsor: _____
name email phone

Other Department Contact: _____
name email phone

Estimated Date of Arrival: _____ Estimated Departure Date: _____

Will individual use his/her own laptop: Yes/No

Please provide a short description of the purpose of the visit to Yale and how the scholar space will be used (attach a separate sheet if necessary):

Faculty/Departmental Sponsor Signature: _____

Chair's Signature: _____

The **sponsoring department or program** is responsible for hosting the scholar during his/her visit and assuming all costs associated with use of the Scholar Work Space.

**Send completed application to Michelle Koss, Office of International Affairs
(michelle.koss@yale.edu or fax 432-1926)**