



**Personal Information Form – Visiting Academic  
(new appointees only)  
Web Site: <http://www.uoguelph.ca/ADDRESS>**

**To be completed by the department:  
Department name: \_\_\_\_\_**

*For appointees to visiting academic positions who are not currently appointed or employed at the University of Guelph.*

Welcome to the University of Guelph!

In order to initiate your appointment, we need the following information. Please complete and return this form, together with a **signed copy of the Letter of Offer**, to:

*Department enter this information:*

Name: \_\_\_\_\_  
Address: *Room # and Building*  
*Department*  
*University of Guelph*  
*N1G 2W1*

First Name: \_\_\_\_\_

Name normally used (nickname): \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Gender:  Female  Male

Date of Birth: \_\_\_\_\_

Local Address:

Number and Street: \_\_\_\_\_

Apt: \_\_\_\_\_

City and Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Primary Home Phone Number: \_\_\_\_\_

Other Phone Number: \_\_\_\_\_

Permanent Address (if different from local address):

Number and Street: \_\_\_\_\_

Apt: \_\_\_\_\_

City and Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*This personal information will be used to maintain a record of all University employees and students appointed through the University Human Resources Information System and other systems. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection, contact the Secretary of Senate.*