

How to fill in the Home Institution Declaration :

It is recommended to fill in all fields. The fields marked in **red** are mandatory.

It is not possible to cross-out any part of the text.

The screenshot shows the 'HOME INSTITUTION DECLARATION' form. At the top left is the CERN logo and the text 'Users Cooperation Associates Visiting Scientists'. The title 'HOME INSTITUTION DECLARATION' is at the top right. Below the title is a grey box with the instruction: 'To be completed by an authorized representative of the candidate's home institution¹ for the purpose of issuing the candidate a contract of association with CERN'. The form contains several fields: 'Name of the candidate:', 'Name and address of the home institution:', 'Expected overall period of association with CERN' (with 'from' and 'to' sub-fields), a section for certifying the candidate's status with CERN (with radio button options for 'employed by', 'enrolled as a student at', 'in receipt of a grant from', and 'in receipt of a retirement pension from'), a section for social insurance and financial resources, and signature fields for 'Date:', 'Signature:', 'Name (in block capitals):', and 'Position at home institution:'. A 'Stamp:' field is also present. A yellow box at the bottom contains a footnote defining 'The home institution is:' for three categories: Users, Cooperation Associates, and Visiting Scientists. The form is annotated with red boxes around mandatory fields and green callout boxes with arrows pointing to specific parts of the form.

Callout 1: You have to fill in both dates even if you hold a permanent position (points to the 'from' and 'to' fields).

Callout 2: Choose only one of these options. (points to the radio button options for candidate status).

Callout 3: The **hand-written** signature by an authorized representative of the candidate's home institution is required. (points to the 'Signature:' field).

Callout 4: Only full title/position will be accepted :
"chair of..."
"head of..." (points to the 'Position at home institution:' field).

Footnote 1: The home institution is:
- Users: the institution with which CERN has concluded a Memorandum of Understanding or equivalent agreement that covers his/her activities at CERN.
- Cooperation Associates: the institution with which CERN has concluded an agreement that covers his/her activities at CERN.
- Visiting Scientists: the research institution that employs him/her.

Delegation of signature: The Users' Office can accept a *delegation of authorization* from the head of institute or head of administration of the Home Institution to the team leader or other person from your institute. The Users' Office will archive the form.

The delegation document should have an official institute letter head and be signed by the head of institute or head of administration of the Home Institution of the team leader. Please indicate the position of the person, date and place, and if possible a stamp. Here is the proposed text for the delegation:

'Mr. xx (full name) has the authority of my institute xxx (full name) to sign the CERN Home Institution Declaration for the purpose of sending collaborators to CERN in support of their registration contract to become associated members of the personnel.'

Any person to be registered must provide the filled and signed Home Institution Declaration and the Registration form. The employment letter is not any more necessary.