

**Visiting Scholars/Other Visitors**  
**DEPARTMENT COVERSHEET AND INSTRUCTIONS**  
**[Academic – APM 430]**

**Appointment - Department Coversheet**

This form must be completed by the sponsoring department

<b>First Name:</b>		<b>M.I.</b>		<b>Last Name:</b>	
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Please select title:

- ☐ **Title Code 3731:** Visitor (Undergraduate) - A student enrolled in an accredited degree-granting undergraduate program.
- ☐ **Title code 3730:** Visitor (Graduate) - A student enrolled in an accredited degree-granting graduate program.
- ☐ **Title Code 3299:** Visiting Scholar - A person on leave from an academic appointment or other employment at a home institution or other entity.

**Action:** Total duration of appointment not to exceed one year (12 month) period

- ☐ New Appointment
- ☐ Renewal/Extension (requires additional approval)

**Appointment Period**

<b>Start Date:</b>		<b>End Date:</b>	
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**Department Contact Information**

<b>Department or Unit:</b>		<b>Department Code:</b>	
<b>Contact Name:</b>		<b>UCSF Mail Code:</b>	
<b>Phone:</b>		<b>Email:</b>	

<b>ID Badge:</b>	<b>Chartstring</b>						
<b>Will the Visitor/Visiting Scholar require a visa?</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>		
<b>If yes, what type:</b>							
<b>Will the department pay for the visa?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Visa:</b>	<b>Chartstring</b>	

**Supplemental Support**

**NOTE:** Departments are responsible for submitting all payment requests as appropriate through the Accounting department. Per [APM 430](#) Visitors are not eligible for salary.

(See Business & Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses)

**Research Purpose/Request for Extension:** Indicate the scope and objective of the project (research/educational/academic):

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**Visiting Scholars/Other Visitors**  
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**[Academic – APM 430]**

**Department Signatures:**

I certify that the individual named meets the University and Departmental criteria for enrollment in the Visiting Scholar/Visitor program for the purpose of participating in an educational, research or academic project.

**Visiting Scholar or Visitor (Undergraduate)**

\_\_\_\_\_  
Department Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

**Visitor (Graduate):**

\_\_\_\_\_  
Department Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager or  
Administrative Director

\_\_\_\_\_  
Date

*Once the department signatures have been obtained, forward the completed Visiting Scholar/Other Visitor Department Coversheet, Applicant form and the required documents to the HR Service Center Academic Generalist (refer to the Department Coversheet instructions for a list of required documents)*

-----Approval to be obtained by HR Service Center-----

**Approval Signature:**

**Approval for Visitor (Undergraduate):**

☐ **Approved**

☐ **Declined**

\_\_\_\_\_  
Signature - Vice Chancellor of Student Academic Affairs or Designee

\_\_\_\_\_  
Date

**Approval for Visitor (Graduate):**

☐ **Approved**

☐ **Declined**

\_\_\_\_\_  
Signature - Dean of Graduate Division or Designee

\_\_\_\_\_  
Date

**Approval for Visiting Scholar:**

☐ **Approved**

☐ **Declined**

\_\_\_\_\_  
Signature - Vice/Associate Dean of Academic Affairs

\_\_\_\_\_  
Date

**Please return the approved packet to your HR AP Generalist \_\_\_\_\_, contact number \_\_\_\_\_.**

**Visiting Scholars/Other Visitors**  
**DEPARTMENT COVERSHEET AND INSTRUCTIONS**  
**[Academic – APM 430]**

**Department Instructions**

**Definition (APM 430):**

A person on leave from an academic appointment, other employment, or student enrollment (in an accredited degree-granting program) at a home institution or other entity may be appointed as a Visitor to the University of California, San Francisco to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee.

**Title Code 3731: Visitor (Undergraduate):**

A student enrolled in an accredited degree-granting undergraduate program.

**Title code 3730: Visitor (Graduate):**

A student enrolled in an accredited degree-granting graduate program.

**Title Code 3299: Visiting Scholar:**

A person on leave from an academic appointment or other employment at a home institution or other entity.

*(NOTE: Visiting Scholars/Other Visitors do not carry any status of employment with the University of California San Francisco and are funded from external sources. One-time participants in accredited continuing education activities are exempt. Visiting Scholars cannot be a UC registered student and cannot be appointed if he/she should be appointment as a Postdoctoral Scholar).*

If this is a new appointment please attach the following documents:

- ✓ Visiting Scholars/Other Visitors Applicant Form
- ✓ A copy of the resume/CV
- ✓ Proof of Insurance (policy statement or coverage card)
  - All international and domestic Visiting Scholars/Visitors are required to maintain medical coverage that meets specified benefits levels.
  - For details on insurance coverage requirements and/or for international visitors who need to obtain insurance, click here: <http://isso.ucsf.edu/scholars/current-scholars/j-1-scholars/health-insurance-requirement>
- ✓ Verification of self-support (bank statement or award letter)
  - UCSF uses the current J1 visa requirements as a standard for identifying appropriate self/financial support for both International and Domestic Visiting Scholars/Visitors; please click here for the most current information: <http://isso.ucsf.edu/scholars/current-scholars/j-1-scholars/j-1-scholar-financial-support>
  - **FOR INTERNATIONAL UNDERGRADUATE VISITOR ONLY (that Require UCSF Visa Sponsorship)** – must be able to demonstrate that 51% or more of their funding comes from a non-personal source such as their home institution, government, scholarship or grant. Alternately, he/she can provide a letter of agreement for exchange signed by both the home institution and the UCSF host.

☐ Additional Verification

**FOR VISTOR UNDERGRADUATE AND VISITOR GRADUATE ONLY:**

- ✓ Verification of enrollment (student only)
  - Student ID
  - Enrollment Form

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**[Academic – APM 430]**

**FOR VISITING SCHOLAR ONLY:**

- ✓ CV must include appropriate terminal degree and institutional affiliation

**Department Instructions (*cont.*)**

**Processing Times:** In order to allow ample processing time, please notify your Service Center AP Generalist of any Visiting Scholar/Other Visitor actions as early as possible. The processing time required depends on whether the Visiting Scholar/Visitor requires a visa. Estimated processing time:

- If visa is not required, submit all required documents to the Service Center AP Generalist no later than 45 days prior to Visiting Scholar/Visitor's start date
- If visa is required, submit all required documents to the Service Center AP Generalist no later than 120 days prior to Visiting Scholar/Visitor's start date

**Supplemental Support**

Visiting Scholars/Other Visitors may be eligible for reimbursable expenses. A reimbursable expense is an expense that contributes to any one of the University's major functions of teaching, research, patient care or public service [APM 430-20c] and *must be in compliance with Business & Finance Bulletin G-28*

Allowable expenses include:

- ✓ Business expenses
- ✓ Travel expenses
- ✓ Health Insurance
- ✓ Malpractice Insurance
- ✓ Per Diem allowances (cost of living, housing, travel, insurance, and incidental research expenses)

**–NOTE: Departments are responsible for submitting all payment requests as appropriate through the Accounting department.**

**Approval Process:** Department forwards the Appointment Form, along with required documents to the HR Service Center Academic Generalist. The Service Center Academic Generalist will forward to the approver for signature.

➤ **Title Code 3731:** Visitor (Undergraduate)

Signatures required

- Department: Faculty Sponsor and Chair (*forward to your Service Center AP Generalist*)
- Approver - Vice Chancellor of Student Academic Affairs or designee

➤ **Title code 3730:** Visitor (Graduate)

Signatures required

- Department – Faculty Sponsor and Program Manager/Administrative Director (*forward to your Service Center AP Generalist*)
- Approver - Dean Graduate Division or designee

➤ **Title Code 3299:** Visiting Scholar

Signatures required

- Department – Faculty Sponsor and Chair (*forward to your Service Center AP Generalist*)
- Approver - Vice/ Associate Dean of Academic Affairs