

Visiting Scholars/Other Visitors
APPLICANT FORM AND INSTRUCTIONS
[Academic – APM 430]

Applicant Form - to be completed by the Visiting Scholar/Visitor and submitted to the sponsoring department along with the required documents (*refer to the Applicant Instructions for Visiting Scholar/Visitor Appointment Form for a list of required documents*)

Please select title:

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

Scholar Information:

First Name:	M.I.:	Last Name:	
Street Address:		Email:	
City:	Phone Number:		
State/Country:		Highest Degree:	
Do you require a visa for your visit?			
What is your current institution or employer?			

Personal Statement (*brief statement of objective*):

I agree to abide by the rules and policies of the University of California San Francisco, including but not limited to, those governing ownership of intellectual property rights, safety and harassment.

Name

Signature

Date

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Instructions for Applicant Form – to be completed by the Visiting Scholar/Visitor and submitted to the sponsoring department

Definition:

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.

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

(NOTE: Visiting Scholars/Visitors do not carry any status of employment with the University of California San Francisco and are funded from external sources. Visiting Scholars cannot be a UC registered student)

Please note these appointments are covered by [APM 430](#)

Checklist: Attach the following documents and submit to the sponsoring department:

- The Visiting Scholar/Visitor 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)** – You must be able to demonstrate that 51% or more of your funding comes from a non-personal source such as your home institution, government, scholarship or grant. Alternately, you can provide letter of agreement for exchange signed by both your home institution and your UCSF host.
- Additional Verification
 - FOR VISTOR UNDERGRADUATE AND VISITOR GRADUATE ONLY:**
 - Verification of enrollment (student only)
 - Student ID
 - Enrollment Form
 - FOR VISITING SCHOLAR ONLY:**
 - CV must include appropriate terminal degree and institutional affiliation