

Visiting Scholar and Visiting Student Researcher Civil and Environmental Engineering Appointment/Extension Request Form

Deadlines for Appointment and Extension Requests: submit at least 4 months prior to the requested start date

To request a proposed appointment or extension, faculty sponsors should complete all sections below and forward to the academic personnel team (acadpers@ce.berkeley.edu) at least 4 months prior to the requested start date. Your request will then be forwarded to ERSO for processing. Additional information is available on the [VSPA](#) website.

Requests must come directly from the faculty sponsor. Exceptional requests regarding the deadline should first be forwarded to our department chair for consideration.

Faculty sponsors should be in-residence during their visitor's entire stay to monitor their progress and welfare, including ensuring that they obtain sufficient advice and assistance to facilitate the successful completion of the agreed upon research program.

The department will assess a fee of \$500 for appointment, and each extension, of Visiting Student Researchers and domestic Visiting Researcher Scholars who are U.S. Citizens or Permanent Residents. A fee of \$1,000 will be assessed when first appointing an international Visiting Researcher Scholar and \$500 for each extension. The fee can be paid by either the faculty sponsor or the visitor. This fee covers the direct administrative costs of processing the appointments and other support services such as computing. If paid by the faculty sponsor, the fee may be recharged to a faculty sponsor's research account or discretionary account subject to the terms governing the accounts.

For appointments effective 8/1/2022 or later, the minimum monthly funding requirements will increase to \$2,000/mo. for the scholar, plus an additional \$650/mo. for a J-2 spouse and \$400/mo. for each child. See the Mandatory Fees section regarding other relevant fees. Scholars must maintain health insurance coverage during their entire stay which meets our campus requirements. Information regarding Visiting Scholar Health Insurance and Requirements is available on the [VSPA website](#). Visiting Scholar appointments are not compensated; however, faculty sponsors may provide a stipend up to \$20,000 per appointment year for expenses.

Additional Information for Visiting Student Researchers:

Applicants can be submitted for graduate students working on their Ph.D., Masters, and undergraduates who are at least in their 3rd year of study. The student must be coming to conduct research for the purpose of meeting degree requirements from another university and participate and contribute to research that is of mutual interest and benefit to our department. Term of appointment is not more than one year in duration. The Visiting Student Researcher status is not appropriate for those students who will only come to UCB to study. *Note: Undergraduate students who have 51% or more of their support in personal funds are required to pay a J-1 visa fee of \$1,000.*

FACULTY SPONSOR INFORMATION:

Today's Date	Click here to enter a date.
Faculty Sponsor	Click here to enter text.
Faculty Sponsor "Original" Signature	Click here to enter text.
Planned extended leaves during visitors stay	Click here to enter text.
Desk Assignment (building and room)	Click here to enter text.
Program Leader Approval	Signature: _____ (CEE internal use only)
Department Approval (RE: Desk Assignment if applicable)	Signature: _____ (CEE internal use only)

VISITOR INFORMATION (attach CV):

Name (FAMILY)	Click here to enter text.		
Name (FIRST)	Click here to enter text.		
Appointment or Extension Request?	Click here to enter text.		
Visit Begin Date (Proposed)	Click here to enter text.	Visit End Date (Proposed)	Click here to enter text.
Length of Visit	Click here to enter text.	Gender	☐ Male ☐ Female ☐ Another
If the visit is less than 6 months, is there a possibility it will be extended beyond 6 months?	☐ Yes ☐ No		
Email Address	Click here to enter text.		
Country of Citizenship	Click here to enter text.		
Current Employer or Institution (if student)	Click here to enter text.		

Current Title at Home Institution	Click here to enter text.		
Highest Degree or Degree Program (if student)	Click here to enter text.	Date Conferred or Expected	Click here to enter text.
Funding Source(s) and Amounts in USD	Click here to enter text.	Type of Funding (personal/salary /fellowship)	Click here to enter text.
<u>Visiting Research Scholars (description of research)</u> Describe the nature of the research and the visitor's role and other details regarding the agreed upon collaboration (2-3 sentences).			
Click here to enter text.			
<u>Visiting Student Researchers (description of research)</u> Spell out the nature of the research the student will participate in and how they will contribute to it.			
Click here to enter text.			
<u>Undergraduate VSR (must be at least in their 3rd year of study)</u> Clarify the year, the field of study and the current degree goal. Indicate how the research will promote the advancement towards the completion of his/her academic program.			
Click here to enter text.			

MANDATORY FEES:

Can be paid by either the Faculty Sponsor or Visitor. Please indicate whether the visitor will cover these fees or whether you (faculty sponsor) would like to cover any of these fees. Go the [VSPA website](#) to determine the appropriate visiting title.

<u>CEE Department Fee</u> <u>International Visiting Researcher Scholars:</u> \$1,000 - Appointments \$500 each extension <u>All Others (including international Visiting Student Researchers):</u> \$500 - Appts/Extensions	Visitor to Pay?	☐ Yes ☐ No <i>If yes, proof of payment via bank wire transfer or check (see below) must be included with the appointment/extension request by the stated deadline.</i>
	If paid by Faculty Sponsor	Chart-String: Click here to enter text. Fund Manager: Click here to enter text.
<u>I-1 Visa Fee</u>	Visitor to Pay?	☐ Yes ☐ No ☐ Not Applicable

\$650 - New Appts \$600 - Transfers \$400 – Extensions \$300 – Expedite \$100 – Deferral (date change after visa is processed) *\$1,000 – UG Students	If paid by Faculty Sponsor	Chart-String: Click here to enter text. Fund Manager: Click here to enter text.
<u>University Services Fee</u> Visiting Researcher Scholars: \$750 1st year (\$1,500 each additional year).	Visitor to Pay?	☐ Yes ☐ No <i>This mandatory fee is in addition to the department's processing fee and will be collected at a later date.</i>
Visiting Student Researchers: \$1,000 1st year (\$2,500 each additional year)	If paid by Faculty Sponsor	Chart-String: Click here to enter text. Fund Manager: Click here to enter text.

* Undergraduate students who have 51% or more of their support in personal funds are required to pay a J-1 visa fee of \$1,000.

IMPORTANT – Fees paid by Visitor

If your visitor will cover the fees please ask them to include all fees in their initial wire transfer. This will save them from paying multiple bank service fees. An additional **\$25** should be included in all wire transfers to cover any bank service fees. For convenience, fees paid via check may also include all fees in their initial check.

Payment of CEE Department Fee

Click [here](#) for Wire Transfer Procedures.

If paid by check, your check or money order must be:

1. Drawn in U.S. funds, by a bank having business relationship with a U.S. bank;
2. Dated no older than 60 days; and,
3. Payable to “UC Regents”

Please print your completed form, have your program leader sign-off and forward a scanned copy to Pam with a copy of your proposed visitor's CV.

Requests for exceptional approval to submit requests after the stated deadlines should first be directed to the Chair.

OPTIONAL COMMENTS:

[Click here to enter text.](#)

DO NOT COMPLETE THIS SECTON			
Request Received		Deadline Approved	
Copy of CV Rec'd?		COA to FinAnalyst	
Desk approved?		Forwarded to Team 2	