

Obtaining Visiting Scholar, Visiting Student Researcher, or Postdoctoral Status For U.S. Citizens or Permanent Residents

Individuals applying for Visiting Scholar, Visiting Student Researcher, or Postdoctoral status must read and carefully follow the steps listed below, in order to avoid processing delays.

Step 1: Application

- ❑ Go to <http://vspa.berkeley.edu/> and read the postdoc definition and visiting scholar definitions to determine which application applies to you.
- ❑ Once your faculty sponsor notifies the appropriate staff member at UC Berkeley regarding your appointment you will be contacted about completing the application in our Gateway system.
- ❑ You will then be asked to send all materials listed below as an electronic email file attachment.
 1. Current curriculum vitae;
 2. A copy of your Ph.D. certificate (if applicable, in English translation);
 3. Funding Letter in English translation (documentation verifying and detailing funding for entire period of visit to UC Berkeley).

Note: Postdoctoral Scholars: Please refer to the required Minimum Salary/Stipend Rates Paid for Experience Level salary at http://apo.berkeley.edu/scales16_17.html (Table 23). Personal funds cannot be used to meet these minimum requirements; and

 4. A research proposal (2-4 sentences), which details the equipment, if any, you wish to make use of at UC Berkeley. Please also include your proposed appointment dates in your proposal.

Step 2: Arrival in Berkeley:

Upon your Arrival in Berkeley, you will be required to meet with your UC Berkeley staff contact to complete necessary paperwork. Prior to your arrival, you will be contacted to schedule an appointment. The paper work consists of:

1. Signing and dating a Patent Policy and Patent Acknowledgment Form (<http://vspa.berkeley.edu/patent-policy-and-patent-acknowledgement-form>);
2. Completing employment forms (Postdocs only).

After your information is entered into our Personnel System, you will be instructed on how to obtain your Cal Photo Identification Card (<http://services.housing.berkeley.edu/c1c/static/index.htm>). For Visiting Scholars and Visiting Student Researchers, you will be instructed on how to pay your **annual \$500 University Service Fee**. This annual fee is mandatory for Visiting Scholars and Visiting Student Researchers and entitles you to use the library facilities of the nine-campus University of California library system.

Benefits and Privileges

A complete list of benefits and privileges can be found at <http://vspa.berkeley.edu/visiting-researcher-scholar-campus-benefits-privileges>

Housing Accommodation Websites

University-Operated Family Housing (<http://www.housing.berkeley.edu/>)

University Affiliated Housing (<http://ihouse.berkeley.edu/>)

Off-Campus Housing (<http://housing2.berkeley.edu/calrentals/>)

Free Housing Information (<http://www.craigslist.org/>)

Other Websites to Visit

Prospective Visiting Scholars and Postdocs should consult the following website for up-to-date information relevant to the application process and their arrival at Berkeley: Visiting Scholar and Postdoc Affairs (VSPA) at <http://vspa.berkeley.edu/>.

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Extension of Appointments

Please keep in mind, extensions require four months to process as well and must go through the same approval process. If you will be requesting an extension, you will need to have your faculty sponsor send a request to the appropriate staff person no less than four months prior to your current appointment end date. Note: Visiting Student Researcher appointments are limited to one year maximum and require exceptional approval beyond one year.