

# ***Obtaining Visiting Scholar, Visiting Student Researcher, or Postdoctoral Status For International Affiliates***

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. Biographical page in Passport (and dependents, if applicable);
  4. Funding Letter in English translation (documentation verifying and detailing funding for entire period of visit to UC Berkeley).

**Note:** Visiting Scholars and Visiting Student Researchers: Your funding letter should show a minimum of \$1600 USD per month for yourself, \$500 USD per month for your spouse, plus \$200 USD per child per month. Please note, the cost of living in and around Berkeley is very high. It is highly suggested that you bring more than the minimum amounts to support you and your family during your stay.

**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](http://apo.berkeley.edu/scales16_17.html) (Table 23). Personal funds cannot be used to meet these minimum requirements; and

5. 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.
6. Visiting Student Researchers are required to submit proof of enrollment at their home institution.

## **Step 2: DS-2019 Request Instructions (J-1 Visa)**

J-1 Visas are obtained by the issuance of a DS-2019 (which is the "Certificate of Eligibility")

- ❑ You will be instructed on how to complete the request for the DS-2019 document by the appropriate staff member here at UC Berkeley.

## **Step 3: J-1 Visa Processing Fee**

There is a required non-refundable fee of **\$500** USD for the processing of the documents needed to secure a J-1 visa. The fee is **\$1000** USD for undergraduate students who are using 51% or more in personal funds to support their visit.

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"

**Note:** The University of California can only accept checks payable to the UC Regents, and all other checks must be returned, which can cause you significant delay in the processing of your application.

To avoid unnecessary delays, it is advisable that your check (or money order), made payable to UC Regents, be sent by express mail to your staff contact at UC Berkeley.

If you would prefer paying this fee by wire transfer, please notify us so that we can send you the required information. Note, our bank and intermediary banks may deduct a processing fee of approximately \$25.

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## **Step 4: Receipt of Materials and Approval Process**

Once we receive your completed forms, with attachments, and your processing fee, we will process your information and forward it on for approval to the appropriate units on campus. Once appointment approvals are received, your DS-2019 [Certificate of Eligibility for Exchange Visitors (J-1) Status], Arrival Information for International Scholars, and an invitation letter from your faculty sponsor will be sent to you by express mail. **NOTE: Please do not purchase your airline tickets until we have sent you confirmation that your appointment and DS-2019 form have been approved.**

## **Step 5: Homeland Security Fee and Visit to U.S. Consulate**

After you receive your approved DS-2019, you must pay a one-time Homeland Security processing fee. Instructions on how to pay this fee will be sent to you, and may also be found at [http://internationaloffice.berkeley.edu/sevis\\_fee](http://internationaloffice.berkeley.edu/sevis_fee). Once this fee has been paid, you will need to schedule an appointment with your local U.S. Consulate or Embassy to apply for your J-1 visa. To find the address, phone number, and business hours of the U.S. Consulate or Embassy nearest you, please visit the U.S. Department of State website at: <http://travel.state.gov>

## **Step 6: 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. Completing a J-1 Scholar Arrival Notification Form;
2. Signing and dating a Patent Policy and Patent Acknowledgment Form (<http://vspa.berkeley.edu/patent-policy-and-patent-acknowledgment-form>);
3. Obtaining copies of your passport and visa documents; and
4. 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.

You will also be required to attend a New International Scholar Information Meeting (SIM) in order to validate your stay. Information regarding the SIM and available days and times are listed on the web at [http://internationaloffice.berkeley.edu/profs\\_researchers/scholar\\_information\\_meetings](http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings).

## **Benefits and Privileges**

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

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## **Mandatory Health Insurance**

All international visitors who enter the United States with a non-immigrant visa and who intend to stay for one month or more are required to maintain adequate health insurance for themselves and their dependents. Information regarding group health plans for international visitors is available at <http://www.uhs.berkeley.edu/vspd/index.shtml>. **Note:** If you plan to purchase your health insurance in your country, please bring a copy of the policy, English translation, to confirm it meets the University's minimum requirements.

## **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 Listings for rentals (<http://www.craigslist.org/>)

## **Other Websites to Visit**

Prospective Visiting Scholars and Postdocs should consult the following websites for up-to-date information relevant to the application process and their arrival at Berkeley. These websites are: **(1)** Visiting Scholar and Postdoc Affairs (VSPA) at <http://vspa.berkeley.edu/>; and, **(2)** Berkeley International Office, <http://internationaloffice.berkeley.edu/>. The VSPA website contains other important information about US visa regulations, the Patent Policy and the Patent Acknowledgment Form at <http://vspa.berkeley.edu/patent-policy-and-patent-acknowledgement-form>, and health insurance requirements for international visitors at <http://www.uhs.berkeley.edu/vspd/index.shtml>.

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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.