**Visiting Scholar and Visiting Student Researcher**

**Civil and Environmental Engineering**

**Appointment/Extension Request Form**

To request a proposed appointment or extension, faculty sponsors should complete all sections below and forward to Lyniel Takahashi in 760 Davis Hall ([takahashi@ce.berkeley.edu](mailto:takahashi@ce.berkeley.edu)) by the stated deadline. Your request will then be forwarded to Shared Services Team 2 for processing. Additional information is available on the [VSPA](http://vspa.berkeley.edu/) website. *Requests must come directly from the faculty sponsor. Exceptional requests regarding the deadlines 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 all Postdoctoral Scholars, 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 appointing an international Visiting Researcher Scholar, plus $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. **If paid by the visitor, proof of payment via bank wire transfer or check must be included by the faculty sponsor with the appointment/extension request by the stated deadline.**

The current minimum funding requirement is $1,600/mo. for the scholar, plus an additional $500/mo. for a spouse and $200/mo. for each child. Effective July 1, 2015, international scholars must pay a $500 fee for all new J-1 visa requests ($250 for extensions). Once the scholar arrives they must also pay an annual $500 University Services Fee to the VSPA office (effective 7/1/14). Faculty sponsors can elect to cover these two 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](http://vspa.berkeley.edu/visiting-researcher-scholar-insurance). Visiting Scholar appointments are not compensated; however, faculty sponsors may provide a stipend up to $10,000 per year for expenses.

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.*

**Deadlines for Appointment and Extension Requests**

Feb. 1: Deadline for all summer session appointments  
May 1: Deadline for all fall semester appointments  
Sept. 15: Deadline for all spring semester appointments

**FACULTY SPONSOR INFORMATION:**

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| --- | --- |
| **Today’s Date** | Click here to enter a date. |
| **Faculty Sponsor** | Click here to enter text. |
| **Faculty Sponsor 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** | Click here to enter text. |
| **Department Approval** | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Desk Assignment - if applicable) |

**VISITOR INFORMATION (attach CV):**

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| --- | --- | --- | --- | --- |
| **Name (FAMILY)** | Click here to enter text. | | | |
| **Name (FIRST)** | 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** | |
| **Email Address** | Click here to enter text. | | | |
| **Country of Residence** | 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. |
| **Visiting Scholars (description of research)**  **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. | | | | |
| **Visiting Student Researchers (description of research)**  **Spell out the nature of the research the student will participate in and how they will contribute to it.** | | | | |
| Click here to enter text. | | | | |
| **Undergraduate VSR (must be at least in their 3rd year of study)**  **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***](http://vspa.berkeley.edu/visiting-researcher-scholar) ***to determine the appropriate visiting title.***

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| **CEE** **Department** **Fee**  **International** [**Visiting Researcher Scholar**](http://vspa.berkeley.edu/visiting-researcher-scholar)**:**  **$1,000 - Appointments**  **$500 each extension**  **All Others (** including, international [Visiting Student Researcher](http://vspa.berkeley.edu/visiting-researcher-scholar)**):**  **$500 – Appts/Extensions** | **Visitor to Pay?** | **Yes**   **No**  ***If yes, proof of payment via bank*** [***wire transfer***](http://www.ce.berkeley.edu/sites/default/files/assets/hr/Wire%20Transfer%20Procedures%20%28January%202017%29.pdf) ***or check (see below) must be included with the appointment/extension request by the stated deadline.*** |
| **If paid by**  **Faculty Sponsor** | **Chart- String:** Click here to enter text.  **Fund Manager**: Click here to enter text. |
| [**J-1 Visa Fee**](http://internationaloffice.berkeley.edu/ucb_departments/recharge_fees)  **$500 - New Appts**  **$500 - Transfers**  **$250 – Extensions**  **$250 – Expedite**  **\*$1,000 – UG Students** | **Visitor to Pay?** | **Yes**   **No**   **Not Applicable** |
| **If paid by**  **Faculty Sponsor** | **Chart- String:** Click here to enter text.  **Fund Manager**: Click here to enter text. |
| [**University Services Fee**](http://vspa.berkeley.edu/visiting-researcher-scholar-benefits-privileges) **$500 annually** | **Visitor to Pay?** | **Yes**   **No**  *This mandatory fee is in addition to the department’s $500 processing fee and is typically paid once the scholar arrives.* |
| **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**](http://www.ce.berkeley.edu/sites/default/files/assets/hr/Wire%20Transfer%20Procedures%20%28January%202017%29.pdf)**. This will save them from paying multiple 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](http://www.ce.berkeley.edu/sites/default/files/assets/hr/Wire%20Transfer%20Procedures%20%28January%202017%29.pdf) 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 to Lyniel with a copy of your proposed visitor’s CV and proof of payment of CEE Department Fee if paid by Visitor.**

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

**OPTIONAL COMMENTS:**

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| --- |
| Click here to enter text. |

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