



## Visitor Appointment Form (UCI-AP-VS1) Guidelines

For Visiting Scholars, Visiting Graduate/Undergraduate Students as covered by [APM 430](#)

The University of California, Irvine welcomes scholars from outside institutions. The campus recognizes these scholars' important intellectual contributions with the Visiting Scholar or Visitor designation. Visitor and Visiting Scholar appointments must comply with the requirements in [Academic Personnel Manual 430](#).

### Definitions

A **Visiting Scholar** must possess a terminal degree or foreign equivalent.

A **Visitor** (graduate or undergraduate student) must be enrolled in a degree-granting program or equivalent at a non-University of California institution of higher education.

### Limitations

An individual may **not** hold a "Visiting Scholar" or "Visitor" title if the individual holds any of the following affiliations with any University of California campus:

- registered student
- contractor
- any appointment/employment

An individual may **not** hold a "Visiting Scholar" or "Visitor" title if the individual's appointment fits the criteria of another academic title. In some cases, the following titles may be a better fit:

- Visiting Appointments ([APM-230](#))
- Professional Research Series ([APM-310](#))
- Specialist Series ([APM-330](#))

Visiting Scholars and Visitors **may not engage in teaching, patient care, or clinical service.**

The University reserves the right to withdraw Visiting Scholar/Visitor privileges and terminate the appointment without prior notice.

### Compensation and Reimbursement

Visiting Scholars and Visitors are **ineligible for compensation** or payments in lieu of salary, and must be self-supported or have adequate external support for the duration of their appointments. Visiting Scholars and Visitors are not employees of the University, and should not be entered into the PPS payroll system.

Visiting Scholars and Visitors may be eligible for:

- Reimbursement:
  - of travel expenses, if the expenses are for University business
  - of incidental research expenses
  - of health insurance and/or professional liability insurance if appropriate or required

A reimbursable expense is an expense that contributes to any one of the University's major functions of teaching, research, patient care, or public service. See [Business and Finance Bulletin G-28](#) for guidelines related to reimbursement of business and travel expenses. The Department is responsible for initiating and routing any reimbursement or cost of living allowance.

- Support
  - in the form of cost of living allowance
  - to help defray the amount of money spent on food, clothing, housing and other basic necessities

### Requirements

Appointments of Visiting Scholars or Visitors must serve an **academic purpose** for the unit or department visited.

During their appointments, Visiting Scholars and Visitors are **bound by the rules and policies of the University of California**, including but not limited to, those governing ownership of intellectual property rights, safety, and harassment.

### Duration

Appointments are **not to exceed one year (12 months)** and are non-renewable.

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### Appointment Process

Any interested prospective Visiting Scholar/Visitor should approach the appropriate Department/Unit regarding sponsorship of an appointment.

Once a Department/Unit has agreed to sponsor a Visiting Scholar/Visitor, the appointment process proceeds as follows:

1. If an individual will need visa sponsorship from UCI, please refer to the [International Center website](#) for more information.
2. Department submits a Visiting Scholar/Visitor Appointment Request Packet containing:
  - a. Appointment request form (UCI-AP-VS1) - initialed by the Dean, Chair, Faculty Sponsor, and Visitor.
  - b. Proof of status, if applicable.
  - c. For Visitors only -- copy of student identification card or enrollment form from non-University of California institution of higher education where student is currently enrolled in a degree-granting program.
  - d. Updated curriculum vitae (CV) or resume.
    - i. For Visiting Scholars, CV must include terminal degree and institution.
  - e. Completed Form [UCI-AP-9](#).
  - f. Proof of medical insurance showing effective dates (policy statement or coverage card).
    - i. International Visiting Scholars and Visitors should visit the [Health Insurance Requirements](#) webpage for more information about obtaining required health insurance.
  - g. [Voluntary Activity Waiver](#) signed by the Visiting Scholar/Visitor.
  - h. Visiting Scholar/Visitor signs the [Oath and Patent Acknowledgement](#) no later than first day of appointment.
3. The Vice Provost for Academic Personnel is the final authority for approval of the Visiting Scholar or Visitor appointment. If approved, a copy of the signed Visiting Scholar/Visitor Appointment Request Form (UCI-AP-VS1) is shared with the Department. The Department is responsible for informing the Visiting Scholar/Visitor of the appointment status.
4. The packet should be submitted to Academic Personnel, [acadpers@uci.edu](mailto:acadpers@uci.edu).

### Access to Library and Internet, etc.

Visiting Scholars and Visitors may apply for a non-UC affiliate library card during their stay on campus (an affiliate library card may be available if the home institution is an educational affiliate within the state of California; contact the library for more details). The Department may coordinate or reimburse the Visiting Scholar or Visitor for the cost of obtaining a non-UC affiliate library card. See [Get a Library Card](#).

Visiting Scholars and Visitors may request an UCInetID. The Department is responsible for coordinating this process. For instructions, [click here](#) (birthdate of Visiting Scholar or Visitor required; social security number not required, may use any number so long as it is shared with the individual for use).

Housing is not provided and living arrangements are the sole responsibility of the Visitor.

### Post-Appointment Checklist

- Signed [Oath/Patent Acknowledgement](#)
- Completion of [UC Cyber Security Awareness Training](#)
- Completion of all safety and compliance training required for research project and position

The Office of Academic Personnel is the Office of Record for Visiting Scholars.