UC ANR ACADEMIC HUMAN RESOURCES (AHR) Visiting Scholar and Other Visitors (Contingent Worker) Appointment Request Form

ANR Unit:			
Scholar/Visitor:			
Full Last Name Full First Name Full Middle Name			
Appointment Period:			
Proposed Visitor's Title at ANR:			
Student Status: ☐ Undergraduate ☐ Graduate ☐ N/A			
Highest Degree attained & Granting Institution:			
Name of University/Employer from which Visitor is on leave:			
Position Title at Visitor's University/Employer, if applicable:			
Submit form and attachments listed above to Academic Human Resources, no less than 120 calendar days prior to the requested appointment start date if academic requires a visa. Please allow 60 days for all other requests.			
\square Is the Visitor a U.S. Citizen or Permanent Resident? \square Yes \square No			
If No, contact Becky Sisman at bsisman@ucanr.edu ☐ Indicate if a Visa is required (Please note this type of appointment is only eligible for a J-1 visa):			
☐ Guarantee of payment of SISS Recharge fee (\$727). Indicate account details below:			
Fund Account#/ Sub-Account:			
Project Code/ Object Code:			
BOC/Other Responsible Financial Officer Signature Date (for fund verification only)			
Principal Investigator (PI) provides the following (check applicable details in accordance with APM Section 430 at http://www.ucop.edu/academic-personnel-programs/files/apm/apm-430.pdf):			
☐ Visiting Scholar and Other Visitor Appointment Request Form			
☐ Justification memo to include purpose statement, summary of research projects, proposed collaboration			
activities, expected outcomes and mutual benefit			

From all Visitors:			
 □ Curriculum Vitae □ Evidence of Health and Accident Insurance □ Visitor's Evidence of Financial Self-Support □ Visitor's Evidence of Leave of Absence from University/ Employer □ Evidence of enrollment in a degree granting program or equivalent (for visiting undergraduate or graduate student titles only) □ Evidence of terminal degree or four (4) or more years of work experience in lieu of terminal degree (for Visiting Scholars only) If visa is needed, please be prepared to submit the following documents upon receipt of a signed offer letter: □ Copy of Passport □ English Language Proficiency Certification 			
□ Draft Appointment Letter □ Obtain Approval signatures on Appointment Manager and VP □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	· 	er, AHR Unit	
Immediate Supervisor/Principal Investigator	Signature	Date	
Reviewed by:			
Program/REC/County Director	Signature	Date	
Academic HR Manager	Signature	Date	
Approved by:			
Vice Provost	Signature	Date	