

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.

Is the Visitor a U.S. Citizen or Permanent Resident? Yes 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>):

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Justification memo to include purpose statement, summary of research projects, proposed collaboration activities, expected outcomes and mutual benefit

Safety Checklist, indicating all items the Visitor will need to complete

