

**Visiting Scholars/Other Visitors  
APPLICANT FORM AND INSTRUCTIONS  
[Academic – APM 430]**

**Applicant Form** - to be completed by the Visiting Scholar/Visitor and submitted to the sponsoring department along with the required documents (*refer to the Applicant Instructions for Visiting Scholar/Visitor Appointment Form for a list of required documents*)

**Please select title:**

- 3731:** Visitor (Undergraduate) - A student enrolled in an accredited degree-granting undergraduate program.
- 3730:** Visitor (Graduate) - A student enrolled in an accredited degree-granting graduate program.
- 3299:** Visiting Scholar - A person on leave from an academic appointment or other employment at a home institution or other entity.

**Scholar Information:**

<b>First Name:</b>		<b>M.I.</b>		<b>Last Name:</b>	
<b>Street Address:</b>				<b>Email:</b>	
<b>City:</b>				<b>Phone Number:</b>	
<b>State/Country:</b>				<b>Highest Degree:</b>	
<b>Do you require a visa for your visit?</b>					
<b>What is your current institution or employer?</b>					

Personal Statement (*brief statement of objective*):

I agree to abide by the rules and policies of the University of California San Francisco, including but not limited to, those governing ownership of intellectual property rights, safety and harassment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Visiting Scholars/Other Visitors**  
**APPLICANT FORM AND INSTRUCTIONS**  
**[Academic – APM 430]**

**Instructions for Applicant Form** – to be completed by the Visiting Scholar/Visitor and submitted to the sponsoring department

**Definition:**

A person on leave from an academic appointment, other employment, or student enrollment (in an accredited degree-granting program) at a home institution or other entity may be appointed as a Visitor to the University of California, San Francisco to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee.

Visitor (Undergraduate):            A student enrolled in an accredited degree-granting undergraduate program.  
Visitor (Graduate):                A student enrolled in an accredited degree-granting graduate program.  
Visiting Scholar:                    A person on leave from an academic appointment or other employment at a home institution or other entity.

*(NOTE: Visiting Scholars/Visitors do not carry any status of employment with the University of California San Francisco and are funded from external sources. Visiting Scholars cannot be a UC registered student)*

**Please note these appointments are covered by [APM 430](#)**

**Checklist:** Attach the following documents and submit to the sponsoring department:

- The Visiting Scholar/Visitor Applicant Form
- A copy of the resume/CV
- Proof of Insurance (policy statement or coverage card)
  - All international and domestic Visiting Scholars/Visitors are required to maintain medical coverage that meets specified benefits levels.
  - For details on insurance coverage requirements and/or for international visitors who need to obtain insurance, click here: <http://isso.ucsf.edu/scholars/current-scholars/j-1-scholars/health-insurance-requirement>
- Verification of self-support (bank statement or award letter)

UCSF uses the current J1 visa requirements as a standard for identifying appropriate self/financial support for both International and Domestic Visiting Scholars/Visitors; please click here for the most current information: <http://isso.ucsf.edu/scholars/current-scholars/j-1-scholars/j-1-scholar-financial-support>

  - FOR INTERNATIONAL UNDERGRADUATE VISITOR ONLY (that Require UCSF Visa Sponsorship)** – You must be able to demonstrate that 51% or more of your funding comes from a non-personal source such as your home institution, government, scholarship or grant. Alternately, you can provide letter of agreement for exchange signed by both your home institution and your UCSF host.
- Additional Verification

**FOR VISTOR UNDERGRADUATE AND VISITOR GRADUATE ONLY:**

  - Verification of enrollment (student only)
    - Student ID
    - Enrollment Form

**FOR VISITING SCHOLAR ONLY:**

  - CV must include appropriate terminal degree and institutional affiliation