The 5-Step Guide for Hosting Visiting Scholars & Visiting Student Researchers

Visiting Scholar & Postdoc Affairs at UC Berkeley

This Quick Guide is designed to provide general guidance on how to successfully invite and host a visiting student researcher (VSR) or a visiting scholar (VS).

The VSPA Handbook for Hosting a Visiting Researcher provides detailed instructions on how to complete each of the 5 steps.

The VSPA is here to support you and can be contacted at vspa@berkeley.edu or at 510-643-9681.

1 • Check visit eligibility

Pre-visit considerations:

- Is this appointment justified on the basis of benefit to UC Berkeley? UC Mission

- Does the candidate meet the appointment criteria? VSPA VSR/VS Protocol

- Are there potential risks of intellectual property loss? Do's & Don'ts of Export Control

- Can the campus unit accept and maintain responsibility for ensuring that the research activities remain in scope with their intended purpose?

- Has the campus unit considered the visitor's role in the laboratory or office and the likely use of space, materials, and access to lab equipment?

- Will the visitor work on a sponsored project? Federal Disclosure Requirements

2 • Initiate invitation

Begin two months prior (four for visas):

- All visits that include on-campus research must be processed via VSPA.

- Seek exceptional approval for requests outside of the VSPA VSR/VS Protocol.

- Contact Berkeley Regional Services (BRS) to begin the appointment process. VSPA and BRS will process the request and Berkeley International Office (BIO) will process visa supporting documents as needed. Expedited services may be available.

- Your BRS HR Business Partner will arrange for the VSR or VS to sign the Patent Acknowledgment form and Restricted Party Screening via Visual Compliance will occur. It is recommended that you audit these processes.

- Faculty should invite the VSR/VS using the template letter provided by VSPA.

3 • Orient

Upon Arrival:

- Welcome and encourage engagement with campus community.

- Encourage completion of New Affiliate Orientation and the VSPA Entry Survey.

- Ensure all required trainings (e.g. safety and regulatory, Intellectual Property, Ethics, and Responsible Conduct in Research) are complete prior to research work.

- Ensure access to university policies and campus unit procedures.

- Provide mentorship and communicate requirements.

- Recommend safeguards when traveling internationally.

- Recommend VSPA for resources and support throughout their stay.

4 • Extend or Exit

Transition:

- To extend a VSR or VS, confirm eligibility VSPA VSR/VS Protocol and begin the process with BRS at least 30 days before the appointment end date. Be sure to follow up with BIO regarding potential visa requirements.

- Communicate a plan for the transition of duties. Confirm that research records are in a condition that will facilitate the continuation of the project and ensure compliance.

- Deactivate building access and collect any departmental equipment assigned to the VSR or VS.

- Obtain contact information to facilitate future communication.

5 • Avoid Pitfalls

Potential Issues:

- Providing non-vetted individuals access to the research space.

- Bypassing the appointment process to avoid the University Services Fee.

- Not providing VSPA, BIO, or BRS enough processing time to successfully host the VSR or VS.

- Facilitating research on the incorrect visa type. An international VSR or VS is typically invited on an F visa or J visa. The B visa is prohibited for these appointments. For all other visa types, please consult with the BIO and VSPA for review.

- Failing to monitor the VSR or VS while they are in residence.