## Visiting Student Researchers

A Visiting Student researcher is a student (can’t be a UC student) whose proposed visit is to conduct research for the purpose of meeting degree requirements from another university and to conduct research that is of mutual interest to and endorsed by an academic department, ORU, or other Berkeley campus unit. Undergrad students can also come as Visiting Student Researchers but they must provide a statement confirming they are in their 3rd or 4th year of study. The appointment period must be at least one month in duration and should not exceed one year (some exceptions do apply).

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<th>Step</th>
<th>Owner</th>
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| 1    | Host Faculty/Authorized Requestor | • Decides they would like to host a student  
• Pay departmental fee to contact at academic department  
• Notifies ERSO HR Generalist of new visitor and submits VSR Request Form to ersohrops@erso.berkeley.edu |
| 2    | HR Generalist | • Requests the necessary documents for the visitor’s appointment*:  
- Gateway application  
- CV  
- Proof of funds sufficient for the duration of stay (minimum compensation established by BIO)  
- Proof of registration from home institution**  
- Signed Visiting Student Researcher Appointment Form or Memo (PI and Chair) |
| 3    | HR Generalist | • Prepares the application in Gateway  
• Submits the Documents to HR Assistant |
| 4    | HR Assistant | • Reviews documents and submits them to HR Operations Lead |
| 5    | HR Operations Lead | • Gives final review of case and approves it  
• The appointment is also approved in Gateway |

* It’s recommended that a copy of the patent acknowledgment be sent to the scholar (for review only) informing them that they will be required to sign an original of this form before they can begin their research activities with UCB. It is best to know before they arrive if there are intellectual property issues. If something needs to be worked out between the visitor’s employer/government and UCB, the Office of Technology Licensing should be contacted for assistance. In this case, the visitor should not come until the intellectual property issues are addressed and resolved. If a new agreement is drafted and approved, attach a copy to Gateway printout.

**Undergraduate appointees also need a statement confirming they are in their 3rd or 4th year of study. Undergrads are also subject to a $1000 visa fee at BIO