

## Visiting Scholar & Visiting Student Researcher (VS/VSR) App | ERSO Intranet

A **Visiting Scholar** is a person on leave from an appointment at an academic institution or employment at another organization. To be appointed as a Visiting Scholar, they must possess a Ph.D. degree or international equivalent. Their primary purpose is to conduct research with a UC Berkeley faculty member.

A **Visiting Student Researcher** is a person currently enrolled in a graduate degree outside of the UC system. They take leave from their degree program to conduct research with a UC Berkeley faculty member.

### SUBMIT A NEW VS/VSR REQUEST

Navigate to [ERSO Intranet](#)

1. From Home page, under **HR Services**, select [Visiting Scholar / Student Request](#) to initiate a new request

or

1. **View More** to access the **HR Services** landing page.

2. Select **VS/VSR Request** to initiate a new request.

3. Complete the mandatory questions, provide the Visitor's CV, and other required documents.

Provided information will determine the visitor's title

4. **Save as Draft** if you need more time and would like to save your work

5. Select **Submit** when you have completed all required fields. The request will be routed to the selected PI/Faculty host for approval.

6. Select **Cancel** to terminate the request



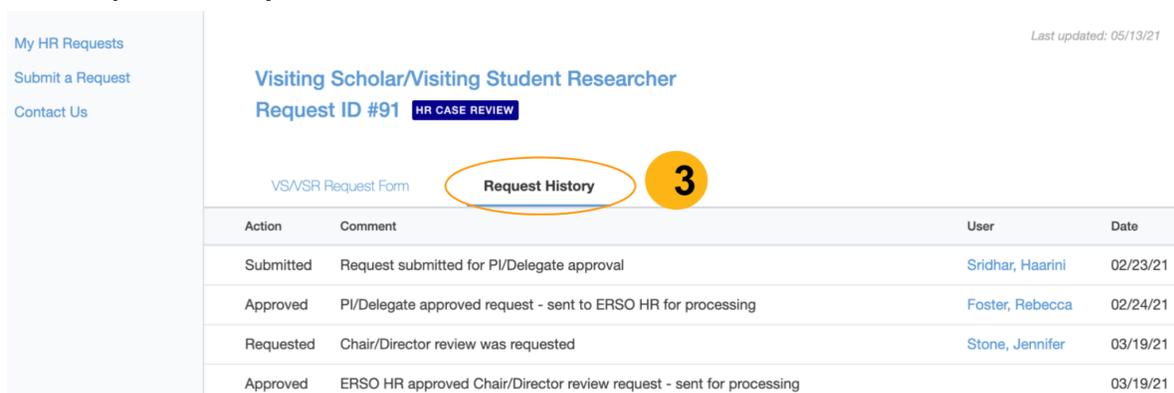
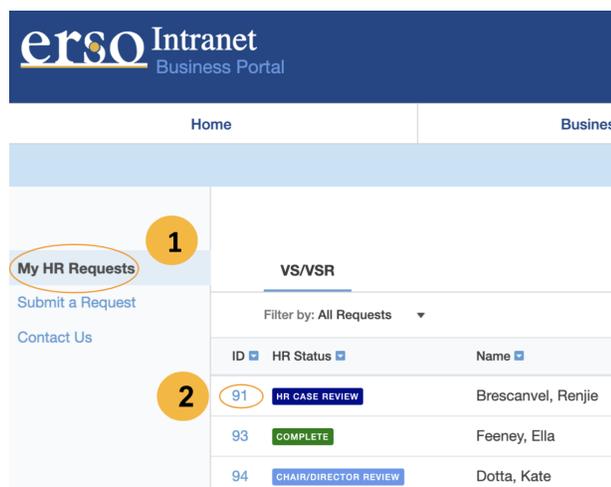
## CHECK STATUS OF A VS/VSR REQUEST

Navigate to [ERSO Intranet](#) and select **HR Services** tab.

1. On the left side bar, select My HR Requests to view any request you submitted.

Note: HR Service delegates will also see any transaction for either delegated groups

2. To view more information about a specific request, select the **Case ID#**
3. Each Case will have case notes and key milestone for the selected ID on the **Request History** tab.



## What Does the HR Case Status Mean?

HR Case Status Flag	What's Happening	What's Next
<b>PENDING APPROVAL</b>	After a request is submitted, it is routed to the selected PI/Faculty Host for approval (reminder emails are sent to Chair/Director every 3rd day until approved).	Sent to ERSO HR Ops for initial review
<b>HR INTAKE</b>	ERSO HR Ops does an initial review of the request to ensure all necessary information is provided, takes up to 5 business days.	Sent to Chair or Director for approval and the Visitor receives an initial email.
<b>CHAIR/DIRECTOR REVIEW</b>	The respective Chair/Director associated with the Faculty Sponsor is required to approve the VS/VSR Request (reminder emails are sent to Chair/Director every 5th day until approved).	Sent back to ERSO HR Ops (HR Case Review)
<b>HR CASE REVIEW</b>	The majority of the processing time is in this workflow status (e.g. VSPA approval, BIO processing, additional document collection from Visitor, etc.)	Visitor is sent VSPA approval letter and DS-2019, moves to Pending Arrival
<b>PENDING ARRIVAL</b>	Request will stay in pending arrival until the Visitor completes their onboarding paperwork. Visitor is sent an onboarding email 10-days prior to their start date.	Appointment is entered into UCPath and moved to Pending UCPath
<b>PENDING UCPath</b>	Once the appointment is entered into UCPath, it may take several days for UCPC to approve and finalize the appointment.	Visitor is sent a "Hire" letter and Affiliate ID is issued. Request will be flagged Complete.
<b>COMPLETE</b>	VS/VSR was successfully hired, case is closed	n/a
<b>DRAFT</b>	Requester initiated a VS/VSR and saved the request to work on it later. Go to "My HR Requests" to continue to edit and revise before submitting it for PI Approval.	Edit and submit for approval (not in process)
<b>CANCELED</b>	A VS/VSR request was terminated by either Requester or PI/Director (up until approval) or by ERSO HR Staff after submit.	n/a