DEPARTMENT OF STATISTICS

Application for Visitors and Postdoctoral Scholars

E-mail completed application with visitor's CV to Hr-stat@berkeley.edu.

Purpose of this Application: To give Faculty the opportunity to host/mentor a Visiting Scholar, Visiting Student Researcher, Postdoctoral Scholar or other type of visitor for a duration of two weeks or more to the department.

<u>Visiting Scholar:</u> A person on leave from an academic appointment or other employment, at a home institution or other entity, with PhD or Equivalent.

<u>Visiting Student Researcher:</u> A person on leave from their student enrollment and is currently enrolled in a degree-granting program and working to obtain a degree at an institution of higher learning other than UCB, with a Bachelor's degree or Equivalent, Minimum.

<u>Postdoctoral Scholar:</u> A temporary position, allowing individuals a unique opportunity to conduct research under the guidance of a faculty member, that is supported by campus research grants, contracts, fellowships, or external sources.

<u>Other Visitors:</u> If you have a person who would like to visit for a duration of two weeks or more who does not qualify for any of the above titles, please email Hr-stat@berkeley.edu for information on different options as they are required to have an appointment.

Visitors and Postdoctoral Scholars may apply to visit the Department for one summer (2 months), one semester (5 months), one or two years, or a prescribed number of months (cost will be prorated in this case).
If a UC Berkeley Sponsored Visa is required appointments cannot be <u>less than 30 days</u>

Processing Applications will be reviewed according to the following schedule.

Term of visit Application deadline

Fall	February 15th
Spring	July 15th
Summer	November 15th

Applications will be reviewed in order of submission. The six-month lead time allows for campus processing and State Department processing time (e.g., visas), as well as departmental planning of space. Once office space has been filled, no additional visitors will be accepted unless space is not required.

Applications received after the deadline will be processed on a first-come first-served basis.

IMPORTANT INFORMATION

Department privileges: Post-docs and visitors will be listed on the department website and mailing lists and will be assigned a mailbox. They will have access to department seminars and other events. Space is not guaranteed but access to the department lounge is available for Postdocs and Visitor titles. To help the department with administrative expenses, the department charges a fee for (visiting titles only)

$500 up to 1 month, $200 per month thereafter E.g. $700 per summer, $1,300 per semester, $2,700 per year.
May be subject to an additional 10.5% Research Fee. Postdoctoral scholars are not subject to Department fees.

Campus privileges: The University charges a fee for all Visitor titles. The University fee provides access to campus resources such as the library, Cal 1 Card, bConnected suite (including Berkeley e-mail), and network/AirBears.

Visiting Scholar: 1st Year $750, 2nd Year $1,500. Visiting Student Researcher: 1st Year $1,000, 2nd Year $2,500.

Beginning August 1st, 2019, Visiting Scholars/Student Researchers will be required to pay University fees up front, before the appointment letter is issued. Postdoctoral scholars are not subject to University fees.

International Office fees Visa processing fees

J-1 $600
J1- Student $1,000
H-1B $2,000-$2,500 (must be covered by host)
Plus shipping up to $50

Campus insurance All visiting and postdoctoral scholars are required to have medical coverage. Coverage cost is by age. Note: Postdoctoral scholars receive benefits information in appointment letter from HR.

The Department will not pay University fees, International Office fees, or insurance. The faculty sponsor is responsible for paying all fees up front regardless of who will ultimately be responsible for the costs of the visit. Please indicate who will ultimately be responsible for fees below and indicate faculty chart string to be charged.*

Please CHECK who will be responsible for each of the following fees:

1) Department fees: ☐ Faculty Sponsor   ☐ Visitor
2) University fees: ☐ Faculty Sponsor   ☐ Visitor
3) International Office fees: ☐ Faculty Sponsor   ☐ Visitor
   (If Applicable)

Chart string for Fees

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*Applications will not be accepted without a chartstring, regardless of who will ultimately be responsible for the fees. Please work with your RA to identify this before submitting the application. **If you plan to be reimbursed, a Chartstring should be from a Start-up, Bear Grant, or Discretionary Fund and will be charged in advanced prior to the Visitors arrival.** Please be aware a visitor's reimbursement may be sent to a different fund, if applicable. Contact the Director of Finance if you have any questions.*

==The CV of the visitor must accompany the application.==

Semester(s) of visit: Fall 20 _____ and/or Spring 20 _____ and/or Summer 20 _____

Applying as: Visitor (30 Days or less)
Visiting Scholar
Student Researcher
Postdoctoral Scholar
   Employee (Job Code 003252)
   Fellow (Job Code 003253)
   Paid Direct (Job Code 003254)

Visitor Name: _____

Visitor E-Mail Address:_____   _____

Is this an Initial appointment or Extension? _____   _____

Anticipated Dates of Visit: _____

Key Card Access Needed: ☐ No   ☐ Yes, Why_____

Office Space Needed: ☐ No   ☐ Yes, If yes please specify the need_____

   Full-time use   Part time Use   Shared use   Private Use   Window needed

   Other_____

Preferred Research Location:_____

***Space is limited and not guaranteed

Purpose of Visit/Research field and interests: (please provide 2-3 sentence description of research/duties, include association Co-author/Collaborator Colleague referral Other (specify, if applicable))

Benefits to the Department: What benefit will the scholar bring to colleagues, students, and Department?

Is the Visitor Currently Enrolled in a degree program? ☐ No ☐ Yes

Is the Visitor a US Citizen or Permanent Resident? ☐ No ☐ Yes

Will you provide the Visitor with Stipend? ☐ No ☐ Yes

Exceptions: If you would like to request an exception to the application deadline or a waiver for the Department fees, please state the reasons below.

Do you plan to be on leave during the visiting or postdoctoral scholar's stay?

☐ No ☐ Yes

Is there any other relevant information that you would like to share about the scholar, e.g., could this person be considered for a faculty recruitment in the future?

Hosting faculty

Name: _____

Signature: _____ Date: _____

Department Manager Approval

Name: _____

Signature: _____ Date: _____

Chair approval

Name: _____

Signature: _____ Date: _____