



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.
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Appointment Types

Visiting Scholar:	A person on leave from an academic appointment or other employment, at a home institution or other entity, with PhD or Equivalent.
Visiting Student Researcher:	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.
Postdoctoral Scholar:	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.
Volunteer:	A volunteer is an individual providing service directly to and under the supervision of the university with no promise or expectation of compensation. If the volunteer is conducting research, there is a maximum duration in this title of 20 days. If the duration is 21 days or longer, the person conducting research should be appointed as a Visiting Scholar or Visiting Student Researcher instead.
Professional Research Series:	The Professional Research series is used for academic appointees who engage in independent and creative research activity of high quality at the equivalent to that expected of the Professor series. A Ph.D. is required for this title.
Specialist Series:	The Specialist series is used for academic appointees who are engaged in research in specialized areas who do not have any teaching responsibilities. They may also provide significant research support to their Principal Investigator. There are four levels in this series: Junior Specialist, Assistant Specialist, Associate Specialist and Specialist. A Ph.D. is not required for this title but normally a B.S. or B.A. in a related field is required for the Junior level and a Masters degree is normal for the upper levels.
Other Visitors:	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.

Application Deadlines

No Visa Required	3 months prior to anticipated start date
Visa Required	5 months prior to anticipated start date

Applications will be reviewed in order of submission. The three to five 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 and may delay the start date.*

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 \$650

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 the faculty chartstring 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

Chartstring for Fees

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.

APPOINTMENT INFORMATION

Appointment Type:				
Does the Visitor need a Visa? Yes No				
Visitor Name (First Last):				
Visitor E-Mail Address:				
Is this an Initial appointment or Extension?				
Anticipated Start Date:			Anticipated End Date:	
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 and benefits to the department: (please provide 2-4 sentence description of research/duties, include association Co-author/Collaborator Colleague referral Other (specify, if applicable) and what benefits 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
Do you plan to be on leave during the visiting or postdoctoral scholar's stay?			No	Yes
(Postdocs Only) PhD Conferral Date:		(Postdocs Only) PhD Institution:		
(Postdocs Only) <u>Proposed Annual Full-Time Salary</u>		(Postdocs Only) Appointment Percentage		

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.

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?

Approvals

Hosting Faculty Name:	Signature:	Date:
Department Chair Name:	Signature:	Date: