

# UC ANR ACADEMIC HUMAN RESOURCES (AHR) Visiting Scholar and Other Visitors Appointment Request Form

Requesting Principal Investigator: \_\_\_\_\_

ANR Unit: \_\_\_\_\_

Scholar/Visitor: \_\_\_\_\_  
Full Last Name                      Full First Name                      Full Middle Name

Appointment Period: \_\_\_\_\_

Title, Rank and Step at Scholar's University/Employer: \_\_\_\_\_

University/Employer from which Scholar is on leave: \_\_\_\_\_

Proposed Visitor's Title at ANR: \_\_\_\_\_

Degree attained, Discipline, Granting Institution: \_\_\_\_\_

Is the Visiting Scholar a U.S. Citizen or Permanent Resident? No  Yes  If No, contact Becky Sisman at [bsisman@ucanr.edu](mailto:bsisman@ucanr.edu).

**UC ANR Host provides the following** (check applicable details in accordance with APM Section 430 at <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-430.pdf>):

- Visiting Scholar and Other Visitor Appointment (or Reappointment) Request Form
- ANR Host Appointee Justification Request memo to include Purpose Statement, Summary of Research Projects, duties, roles and responsibilities, expected outcomes and mutual benefit.
- Visitor's Curriculum Vitae
- Indicate what Visa category is required (if known): \_\_\_\_\_
- Guarantee of payment of SISS Recharge fee (\$526) (indicate account details below)
- Fund Account, Sub-Account, Project Code, Object Code: \_\_\_\_\_

Justification for Request memo will briefly summarize the academic purpose for this visiting appointment including all proposed activities, expectations and outcomes

Submit form and attachments listed above to Becky Sisman, Academic Human Resources Analyst no less than 120 calendar days prior to requested appointment start date if Visitor is an international scholar; 60 days for Visitors who are US Citizens or Permanent Residents.

**FROM ALL VISITORS**

- Curriculum Vitae
- Evidence of Health and Accident Insurance
- Scholar's Evidence of Financial Self-Support
- Scholar's Evidence of Leave of Absence from Academic Appointment or Employer
- Evidence of enrollment in a degree granting program or equivalent for visiting undergraduate or graduate student titles
- Evidence of terminal degree or four (4) or more years of work experience in lieu of terminal degree *(for Visiting Scholars only)*

**THE ACADEMIC HUMAN RESOURCES UNIT will**

- Draft Appointment Letter
- Obtain Approval signatures on Appointment or Reappointment Request Form from Fiscal Officer, AHR Unit Manager and AVP
- \_\_\_\_\_
- \_\_\_\_\_

Reviewed by:

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Immediate Supervisor/Principal Investigator      Signature      Date

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Program/REC/County Director      Signature      Date

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BOC/Other Responsible Financial Officer      Signature      Date  
*(for fund verification only)*

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Academic HR Manager      Signature      Date

**Signature of Approval by:**

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Vice Provost / Associate Vice President      Signature      Date