

Visiting Scholar Information

Eligibility

- From time to time senior scholars and distinguished visitors wish to pursue collaborative research or advanced study at UCSD. Such persons are appointed as Visiting Scholars and are supported from sources outside the University. Visiting Scholars may not hold any other appointment or be employed by UCSD.
- University facilities are made available to appointed Scholars holding doctoral degrees or their foreign equivalents. Visitors who have received the doctorate within the past five years should be appointed as Postdoctoral Fellows.
- Visiting Scholar status is not limited to a specific period of time.

Benefits

- Garnett Powers Website; <http://www.garnett-powers.com/academics/sd/>

Salary Scale

- No compensation is allowed in this series

Leaves

N/A

Terminating Employment

- Once the appointment ends, the visit ends also.

Additional Information

Skaggs School of Pharmacy Pharmaceutical Sciences

Visiting Scholar

Step	Process	Administrative Timeframe	Overall Time Frame
1	* HR Contact to send Visitor Checklist form - the form must be completed by the sponsor requesting to propose the Visiting Scholar and sent back to the HR Contact	1-2 days (to submit the form to the PI)	1 week (Depending on how quickly the PI returns the Visitor Checklist form)
2	* Appointment Materials - email Visiting Scholar appointment materials (#1 Enrollment Form #2 Patent and Oath) * Visa Materials - email Visiting Scholar J-1 visa materials (<i>if applicable</i>) - (#1 Form A, #2 Form B, #3 Form C, #4 Form D only if M.D., copy of passport) - Include SAMPLE email to Scholar and PI explaining the (3) step visa process	1-2 days (to review the materials for accuracy)	2-3 weeks (Depending on how quickly the Scholar returns the appointment/visa materials)
3	* Visa Materials - HR Contact mails the documents to the UCSD International Center, await for the DS2019 approval	1-2 days (to submit the visa information to the International Center)	1-2 weeks (Depending on how quickly the International Center reviews and approves)
4	* DS-2019 - HR Contact mails the DS 2019 to the Scholar via Federal Express NOTE: <i>The Scholar then has to take the DS2019 to the US Embassy in their home country. Depending on their home country the "official" approval can be a lengthy one.</i>	1-2 days (to Federal Express the DS 2019 to the Scholar)	2-4 weeks (Depending on how quickly the Scholars appointment is schedule with the US Embassy)
5	* Appointment Packet - HR Contact to to send the packet to Office of Graduate Studies and Research (OGS)	1-2 days (to send the packet to OGS)	1 week (Depending on how quickly the PI completes the Mentor's expectation letter)
6	* Offer - Enrollment signed by OGS	0 days	1 week
7	* Hire Orientation	1-2 days (depending on when the Scholar is available to meet)	Up to 1 week
		~ 2 weeks = administrative process	~ 12 weeks = overall Process

Updated 12/4/08