VISITING RESEARCHERS

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Agenda

- Policy
- Appointments
- Visas
- Financial Support
Definition

- Visiting Researchers are invited to Stanford to work under the supervision of a Stanford faculty member on mutually beneficial projects.
- They must have a conferred Bachelor’s Degree (or equivalent) but
  - have not yet obtained a Ph.D.
  - are not recognized experts in their fields.

“… a limited number of instances …” (RPH 9.7)
Categories

Visiting Researchers are:

- Graduate students from other universities
- Individuals on laboratory rotations as part of a larger research study
- Corporate employees (e.g., associated with Industrial Affiliate programs)
Policy established in 1996

Visiting Researchers:

- Are registered at Stanford in the following category:
  NON-MATRICULATED GRADUATE STUDENT - VISITING RESEARCHER

- Are charged “Permit for Services Only” tuition

- May not enroll in classes

- Are appointed for between 1 - 4 quarters, with a second year possible only on request
Permit for Services Only

PSO Tuition = TGR Tuition

In 2005-06 = $2610 per quarter
In 2006-07 = $2760 per quarter
Other required fees

- Health insurance
  - Will be enrolled in Cardinal Care unless waived with evidence of alternative coverage
  - Cardinal care for 05-06 = $597 per quarter
  - 06-07 = $656 per quarter
Visiting Researcher Benefits

- Official affiliation with Stanford University
  - Stanford ID card and EmplID number
- Stanford computer account
- Library privileges
- Use of recreational facilities
- Access to Vaden Health Center
- Graduate student housing, if available after matriculated students are housed.
Visiting Researchers

Eligibility, Approval, and Term Activation
Eligibility Requirements

- Obtained Equivalent to a Bachelor’s
- Has not obtained a Ph.D
- Falls into one of the three categories:
  - Matriculated Graduated student elsewhere
  - Lab Rotation required for a Fellowship or Grant
  - Corporate employees associated with Industrial Affiliate programs
Graduate Students Elsewhere

1. Completed Bio-Demographic Form
2. A Letter of Invite
3. Transcripts of Current Graduate Work
4. Proof of Undergraduate Degree Conferral
   - Transcripts with Posted Degree Conferral
   - Letter of Degree Certification
   - Copy of Diploma
Bio-Demographic Form

- Please use updated version
  (https://www.stanford.edu/dept/registrar/pdf/VRdemographicform.pdf)

- Degree must be in the original language

- Bottom section must be filled out by the contact administrator
Letter of Invite

- Indicates start/finish dates & the tuition rate
- Visiting Researcher is charged for the full quarter in which he/she is activated and deactivated.
  - Refer to the Academic Calendar for the first day of classes
- Must be signed by BOTH Chair and Supporting Faculty Member
Proof of Enrollment & Degree Conferral

- **Copies** of transcripts indicating current enrollment in a graduate-level program

- **Copies** of transcripts indicating undergraduate degree conferral OR copy of diploma OR a degree certification
Not a Graduate Student

- Completed Bio-Demographic Form
- Letter of Invite
- Undergraduate Transcripts with Degree Conferral OR Copy of Diploma OR Degree Certification
- Documented Outline of Research Intentions and the Research Project (Copy of Fellowship Grant, Letter from the Sponsoring Faculty Member, etc….)
Fax, Walk, or Mail

- Fax
  - 5-7248 Attn: Shelly Spratt

- Walk
  - Serra St. Modulars, next to Encina Hall

- Mail
  - MC: 6032 Attn: Shelly Spratt

- 5-7 Business Days

- I will fax back Bio-Demo form with my signature and the Student ID number
Visas for International Visiting Researchers
Visas

- Visas are needed in order to enter the US and engage in research or study
- J-1 Visa in the “Student, Non-Degree” Category is the only appropriate visa for Visiting Researchers
- B-1/B-2 Business/Tourist Visas
- Visa Waivers
- Consequences
How to Apply for a J-1 Visa

1. Approved Bio/Demo from the Registrar’s Office
2. Submit online request for DS-2019 form
3. Once form is created, send form to VR
4. VR will make an appointment with local consulate and obtain J-1 visa stamp in passport.
How to Submit DS-2019 Request

- Go to [https://www.stanford.edu/dept/icenter/iap66form/instructions.html](https://www.stanford.edu/dept/icenter/iap66form/instructions.html)

- Read the information at the top of the page and then scroll to the bottom

- At the bottom, click on the “For all other J-1 visa requests please click HERE” link
PTA is required

- $125 fee is a Stanford internal fee going to the general fund

Name should be spelled as it reads in the passport

Dates cannot be earlier or later than quarter dates in PS

- May enter 30 days before start date

Funding must meet or exceed $3000 per month

Significant funding must be from non-personal source
Paying Visiting Researchers

There is no university requirement to fund Visiting Researchers.

- NOT eligible for assistantship appointments
- Stipend, tuition and insurance payments are allowed from unrestricted funds (no University fellowships) --> Use GFS
- May be employed on an hourly basis
Using GFS to support a Visiting Researcher

- Must be TERM-ACTIVATED by the Registrar as a Visiting Researcher
- Must be AID-YEAR-ACTIVATED by the department
  - USE “NM” as the TAL CATEGORY
  - Home department = “Research”
- Use aid entry panels for Fellowship Stipend or Fellowship Tuition
Aid-Year Activation

PeopleSoft

*Mail Code: 2228

*Aid Year: 2004
Acad Org: 
Billing Career: GR
Tuition Grp: VISIT_RES

*Term: 03-04 Spr
Acad Career: GR
*Home Org: RESEARCH
TAL Cat: NM
Visiting Researcher URLs

✓ Research Policy Handbook, RPH 9.7-
     Procedures for Registering Visiting Researchers

✓ Registration Procedures - Non-Degree
     Seeking Students (Stanford access only)
     http://www.stanford.edu/dept/registrar/staff/visiting_researchers.htm

✓ Entering GFS Aid for Visiting Researchers
     http://www.stanford.edu/services/peoplesoft/student_admin_jobaids.html
Visiting Researcher Contacts

- Term Activation, Eligibility Requirements, and Initiating the Visiting Researcher Process:
  - Shelly Spratt, Student Services Manager, Office of the University Registrar
    - Phone: 723-4552
    - Email: sspratt@stanford.edu

- Obtaining a Visa
  - Brian Groves, Foreign Student Assistant, Bechtel International Center
    - Phone: 725-5053
    - Email: brian.groves@stanford.edu

- GFS and Policies:
  - Ann George, Assistant Dean of Research/Graduate Policy
    - Phone: 723-9721
    - Email: anngeo@stanford.edu
Questions
Thanks for Coming!

- Turn in note cards to Forum representatives
- Please fill out Evaluation Form
  - Drop in baskets at front of room
  - Mail to: IRCA Team, MC: 2226