

VISITING RESEARCHERS

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Agenda

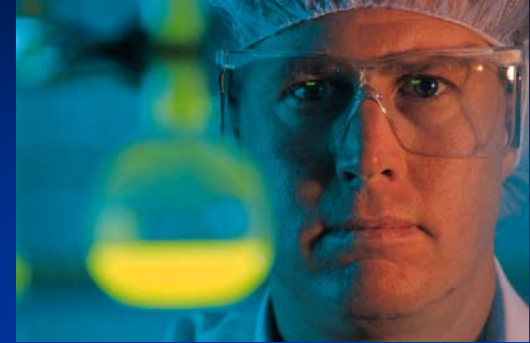
- Policy
- Appointments
- Visas
- Financial Support

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

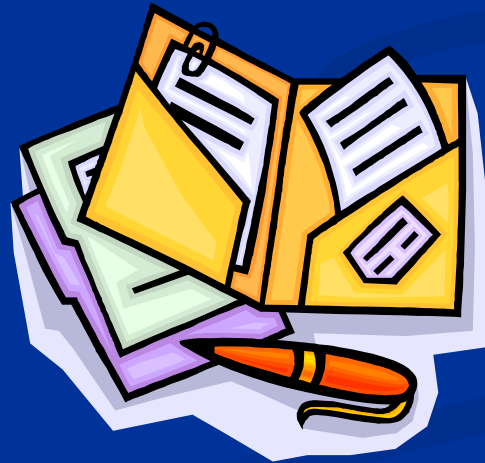
- Obtained Equivalent to a Bachelor's
- Has not obtained a Ph.D
- Falls into one of the three categories:
 - ◆ Matriculated Graduated student elsewhere
 - ◆ Lab Rotation required for a Fellowship or Grant
 - ◆ Corporate employees associated with Industrial Affiliate programs

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

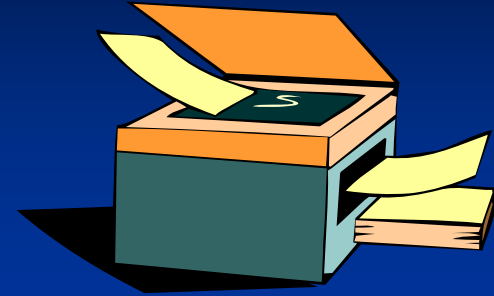
- Please use updated version
(<https://www.stanford.edu/dept/registrar/pdf/VRdemographicform.pdf>)
- Degree must be in the original language
- Bottom section must be filled out by the contact administrator



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



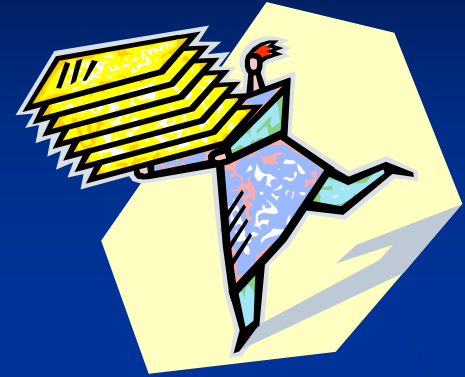
- *Copies* of transcripts indicating current enrollment in a graduate-level program
- *Copies* of transcripts indicating undergraduate degree conferral OR copy of diploma OR a degree certification

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. Modulares, 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



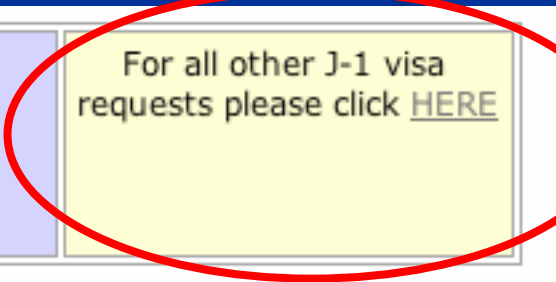
How to Apply for a J-1 Visa

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>
- 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

For MEDICAL SCHOOL VISITING SCHOLARS approved by the Medical School Dean's Office - please click HERE	**For all POSTDOCS please click HERE **	For all other J-1 visa requests please click HERE
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Notes

- 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



Visiting Researchers

GFS

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

GR

VISIT_RES

NM

PeopleSoft® Home

Home > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Year Activation

Aid Year Activate

Elizabeth Ng ID: 08765239

*Mail Code:

View All First **1 of 1** Last

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

Institution: STANF Billing Term: TAL Cat: NM

View All First 1 of 1 Last					
*Term	Short Description	*Acad Career	*Home Org	Descr	*TAL Category
<input type="text" value="1046"/>	03-04 Spr	<input type="text" value="GR"/>	<input type="text" value="RESEARCH"/>		<input type="text" value="NM"/> + -

Visiting Researcher URLs

- ✓ Research Policy Handbook, RPH 9.7-
Procedures for Registering Visiting Researchers
<http://www.stanford.edu/dept/DoR/rph/9-7.html>
- ✓ 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

