Inviting Visiting Researchers in the BFTV Cluster

This is a basic guide outlining the process of bringing an international scholar to collaborate with faculty in the Departments of Biological and Agricultural Engineering, Food Science and Technology, and Viticulture and Enology.

The Visa Process

(If your visiting scholar does not need to be sponsored for a visa, please skip ahead to 'The Appointment Process'.)

1. ### Background Information and Disclaimer

   The J-1 Visa is overseen by the Department of State (DOS) via the Exchange Visitor Program (EVP). Because it is a government program, there are regulations that stipulate when, how, and why an exchange visitor comes to UC Davis. In addition to these governmental regulations, there are UC Davis regulations that stipulate how an exchange visitor should be appointed to a payroll title that allows us to enter them into the payroll system. A failure to meet any of these regulations may result in the inability to bring an exchange visitor to campus.

2. ### The J-1 Exchange Visitor Visa

   - The J-1 visa is the preferred visa for all temporary and/or visiting researchers. The J-1 visa has multiple categories that UC Davis uses to host them, including the following:
     - Short-term Research Scholar (≤6 months)
     - Research Scholar (≤5 years)
     - Specialist (≤1 year)
     - Student Non-Degree (≤2 years)
   - The International Scholar Coordinator (here forth 'Coordinator') will determine the category appropriate for your exchange visitor.
   - The listed maximum durations of each visa category are non-negotiable and set by the Department of State; there are no exceptions.
   - Scholars on a J-1 visa are issued a DS-2019 (Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant). This document gives the scholar permission to participate in the research activity described on the form.

3. ### Inviting a Visiting Scholar to UC Davis

   1) To initiate a visa case for a visiting scholar, contact bftv-visa@ucdavis.edu with an invitation letter for the scholar, the scholar's CV, and a recharge account. See the appendix for a letter template.
   2) The Coordinator may ask for further information regarding the scholar's CV/program and will ask your Account Manager for account usage approval.
      a. Certain funds or funding sources do not allow the payment of visa fees – you should consult your Account Manager in selecting an account for this purpose if you are unsure.
   3) The Coordinator will reach out to the visiting scholar to collect more biographical information needed for the visa case.

4) The iGlobal database is used to initiate visa cases; once information is received from the visiting scholar, the Coordinator will open a case for them in iGlobal.
5) The PI who initiates the case will be asked to complete the Faculty Supervisor eForm. If the scholar does not have English Proficiency test results, the PI will also need to complete the English Proficiency Certification.
6) When all the approvals are collected, the Coordinator submits the case to SISS (the Services for International Students and Scholars office) for their review. They process the case in SEVIS (Student and Exchange Visitor Information System) and generate the DS-2019.
7) The Coordinator picks up the DS-2019 from SISS and will ship the document to the scholar directly; the DS-2019 cannot be sent or delivered through an intermediary party such as the PI or a friend of the scholar.
8) When the scholar receives the DS-2019, they can fill out the DS-160 (online application for a visa appointment) and pay the SEVIS I-901 fee (SEVIS registration fee required for all J-1 scholars) to make their appointment at their US Consulate of choice.
9) When the scholar is approved for a visa, they submit their passport and receive it back with a visa stamp. At this point, the Coordinator will submit the case for the visiting scholar's appointment to the payroll system.
10) At this time, the scholar can arrange their travel and lodging plans in Davis. When they arrive in Davis, the Coordinator should be notified. The Coordinator will arrange a meeting for the scholar to fill out the Oath and Patent Form and sign their emergency contact form.

Registering Your Visitor with UC Davis

All visiting researchers at UC Davis need to sign the Oath and Patent form that protects the hosting PI's Intellectual Property, unless a different IP agreement is discussed with the Office of Research. To make sure this crucial step is not missed, we require that all visitors be registered as without salary affiliates or volunteers. To determine which option is correct for your visitor, consider if they would like to list their affiliation with UC Davis on their CV.

- Volunteers: Staff Contingent Workers – Volunteers are not registered in the payroll system and do not receive an EEID number. Volunteers are not given a payroll title. Volunteers are on-boarded by DiSSC and should have a TAF (Temporary Affiliate Form) created for them if they need a computing account.
- Visiting Titles: Academic Contingent Workers (CWRs) – CWRs are registered in the payroll system and receive an EEID. They are given a payroll title (https://academicaffairs.ucdavis.edu/ucpath-guidance#Contingent%20Workers) and a computing account. CWRs are managed by the Coordinator, and approval for these titles is given by Academic Affairs.

Most hosting faculty choose a visiting academic title for long-term collaborators. The following titles are available:

1. CWR003 – Visiting Graduate Student WOS (for current undergrads)
2. CWR016 – Visiting Undergraduate Student WOS (for current grad students)
3. CWR015 – Visiting Scholar (for affiliates employed abroad on sabbatical or research assignment at UC Davis)

4. CWR022 – Research Associate WOS (for non-salaried ongoing collaborators such as industry partners)

The Coordinator can assist in identifying which title is appropriate for your visitor. The academic contingent worker appointment process takes roughly three weeks.

The Visiting Academic Collaborator Policy (UCD PPM 380-09)

Collects information on visiting collaborators who are not sponsored for visas by UC Davis; includes affiliates with Visiting and Research Associate titles. A Visiting Academic Collaborator is any person (domestic or international) who is not employed by the University of California and has been invited by a UC Davis Sponsor to a UC Davis campus or facility to participate in or observe teaching, research, or public service activities for more than 10 consecutive days (not including weekends or campus holidays) in collaboration with a member of the UC Davis community. Visiting Academic Collaborators do not include those who should be sponsored for J-1 visa status.

Given UC Davis' commitment to enhancing its mission of teaching, research, and service through partnerships and interactions with visiting national and international collaborators, this policy ensures that UC Davis maintains centralized information about Visiting Academic Collaborators; protects its interests, reputation and intellectual property; and mitigates related risks, including, but not limited to conflicts of interest, conflicts of commitment, export controls, foreign collaborations, and intellectual property security and control.

The Visiting Academic Collaborators designation includes domestic and international visitors not sponsored for a visa by UC Davis. (Note: International visitors will usually have a visa sponsored by another U.S. institution, a B-1 business visitor visa, or be granted U.S. entry as a business visitor under the Visa Waiver Program.) Under the policy, a Visiting Academic Collaborator must have a UC Davis employee as a Sponsor who invites the collaborator to UC Davis. Beginning August 31, 2021, both the Sponsor and the Visiting Academic Collaborator must provide required information to UC Davis prior to the collaborator's arrival to a UC Davis facility.

Sponsors and visitors are required to submit information through a web portal, known as iGlobal, managed by Services for International Students and Scholars (SISS) within Global Affairs. During this process, the Office of Research will also collect information regarding a proposed visit by international Visiting Academic Collaborators. Under the policy, information on international visitors is required to be submitted at least 90 days prior to the planned arrival and information on domestic visitors is required at least 60 days prior to the planned arrival. More information on submission requirements is below. Note: this requirement will be waived for the first six months following the start of this policy to allow for a gradual learning period and adoption by the campus.

Frequent Asked Questions

1. Do I need to take any further action after my visiting scholar arrives?
   It is helpful to keep the Coordinator informed of any issues relating to appointment or travel of your visiting scholar. If they plan to leave the US during their visit, the Coordinator MUST be informed. If you plan to extend the appointment of your visiting scholar, you should contact the

Coordinator to confirm that this is possible. The Coordinator can then process the extension. If the scholar is going to be finishing their program at the University and departing, the Coordinator should be notified.

2. Can I pay my visiting scholar?

Unless the visiting scholar is in a paid visiting title or another payroll title that allows for salary, they cannot receive a salary. You are permitted to pay them a living stipend for lodging, transportation and other specific, incidental costs. For more information, work with the Coordinator.

3. Can I use the J-1 visa to hire a new salaried employee from abroad?

Yes, as long as the position is not a tenure-track position. This eligibility includes both academic and staff titles. Please note that when hiring a J-1 holder into a career position, the J-1 period of eligibility dictates how long they may hold the title – they cannot work beyond their work authorization validity period. To determine this period, contact the Coordinator.

4. What happens if there is a change to the original program dates?

Please notify the Coordinator as soon as possible with the new program dates. The coordinator can submit an amendment for the DS-2019 and advise the visiting scholar as needed.

5. What is the purpose of the DS-2019 grace period?

The 30 days before the start date and 30 days after the end-date on the visiting scholar's DS-2019 are considered a grace period in which the scholar can travel and manage their affairs in the US. They may not participate in their J-1 program during this period.

6. What if my visitor already has a visa?

If your visitor does not need to be sponsored for a visa, you will still likely need to request a Visitor form or an affiliate appointment. It is important to consult the Coordinator before you extend an official invitation to any visitor, even if they have a visa. Certain visas do not permit research activities, even if they allow admittance into the United States. Bringing in a visitor on an inappropriate visa is considered visa fraud and opens the campus to liability in the event that the visitor is hurt without proper insurance (via employment or plans required by the J-1 visitor program or the F-1 student visa).

7. I am hosting a Fulbright Scholar; do I need to follow a different process?

No, the process for hosting a Fulbright recipient is the same as other visitors. After you have signed the Fulbright hosting contract, you will want to arrange for either a paid or WOS contingent title for your Fulbright Scholar. Fulbright does *not* provide the scholar with a title or an exemption from state or institutional policies. If the Fulbright Scholar does not have student or employment status abroad, they must be appointed in a paid title such as Postdoc with the Fulbright scholarship used to supplement the cost of their salary and benefits.