

## **DRAFT MEMORANDUM from the DEAN**

### **Re: Visiting Scholars, International Visitors, Special Studies Students and Institutional Affiliations**

February 14, 2019

To the Faculty and Staff of the School of Nursing:

Over the last six months, the staff in my office have been exploring how we make decisions about Visiting Scholars, International Visitors, Special Studies Students and Institutional Affiliations.

What we learned was that the process for decision-making was unclear to many people and the fees and processes for various appointments were inconsistent. I am committed to transparency in the development of a set of standardized costs and processing activities to better serve our faculty, staff, students, and those who would wish to affiliate with us in these various statuses.

The campus levies charges for the privileges associated with being at UCSF. The campus also has administrative processes for which they expect us to adhere. My goal is to develop an approach where visitors are charged for the services they will use and to assist all involved in understanding the campus expectations regarding compliance to administrative policies.

This memo is written to clarify terms and outline the charges, administrative processes and expectations for Visiting Scholars, International Visitors, Special Studies Students and Institutional Affiliations at the School of Nursing. The Dean's Office will support the administrative work of these policies within the Office of Academic Programs, and the personnel and their roles are explained.

#### **DEFINITIONS**

The title, *Visiting Scholar*, refers to a faculty member on leave from another university (domestic or international) who will participate in a short-term research affiliation under the supervision of or in collaboration with an academic appointee at the University of California, San Francisco. In this title, the Scholar must possess an appropriate terminal degree.

The title for a visiting student would be *Visitor (Graduate Student)*. A visiting student must be enrolled in a degree granting program other than UCSF. The appointment must serve an academic purpose.

When Visiting Scholars or Visitors (Graduate) are *international*, they must possess a valid US visa for their visit, demonstrate proof of funding, and possess health insurance. Visitors who plan to stay less than 90 days may request a B1 Visa. Visitors who plan to stay more than 90 days require a J1 Visa. Please note that the international appointment process takes approximately 3-6 months from the time a complete prospective scholar dossier is submitted at UCSF to time scholar arrives in US.

**Visiting Scholars and Visitors (Graduate) are not considered Special Studies students, unless they enroll in or audit classes.**

The *Special Studies* designation describes any visiting scholars or students who wish to take or audit courses without enrolling in a degree or certificate program. The customized Special Studies program is for individuals seeking specialized study in nursing, policy, sociology, or leadership without the requirement of a degree or certification. Acceptance into Special Studies is contingent upon availability of a faculty adviser and approval of the appropriate department chair. All Special Studies participants are charged the tuition and fees required of students. International visitors who plan to enroll in Special Studies are required to submit TOEFL scores of at least 92 (BRN minimum) if English is not their primary language. California licensure is required to participate in clinical practice.

*International Agreements of Cooperation, or International Unit Affiliation Agreements* describe agreements with individuals, departments, or programs of the School of Nursing and a foreign institution, for student and faculty exchange or project collaborations. When these agreements involve funding to or from the School or tuition and fees, the terms are negotiated and approved by the Dean of the School of Nursing. The **Dean** is the only school official with Regent-conferred signature authority for these agreements.

## **COSTS AND FEES**

Listed in Appendix I are the current campus charges for non-matriculated visitors in the Visiting Scholars and International Visitors categories. At present, the School is not charging an overhead fee; however, once we are able to determine the real costs of administering this program, an indirect charge will be added to the fee structure.

## **ADMINISTRATIVE SUPPORT FOR THESE APPOINTMENTS**

All administrative supports for processing applications, determining and collecting fees will be managed within the Office of Academic Programs.

The principal administrative contact will be **Sharon Rose**. Sharon will be the point of contact for all requests and will oversee the process of application and affiliation. She will review incoming requests, contact the faculty sponsor/possible sponsor and manage all correspondence with prospective international visitors and affiliates. She will maintain an updated list of fees and policies. Sharon will serve as lead staff member on risk management issues for travel abroad and liaison to the campus office on international travel. Lists of current visitors and affiliation agreements will be maintained by Sharon.

As a current member of our faculty, **Emily Hall** will serve as the academic contact person for those who are developing international clinical practicum experiences. She will ensure common course descriptions, objectives, and compliance with course filings, and faculty credentialing. Emily will continue to chair the SON Global Health Nursing Committee and coordinate the Global Health Policy and Practice Minor. In addition, she will provide advice to students and faculty members on global health courses.

**Sally Rankin** will offer high-level support to Sharon and Emily, including the review of developed procedures, and oversight of complex situations that might arise. In these capacities, Sally, Sharon and Emily report to the Associate Dean for Academic Programs.

## PROCESS FOR APPOINTMENTS

Unsolicited requests for affiliation are welcome, as are faculty nominations. All requests (*domestic or international*) should be directed to Sharon Rose. Faculty seeking to appoint a colleague as a Visiting Scholar for a duration of any length should submit the person's CV and a letter of support directly to Sharon Rose ([Sharon.rose@ucsf.edu](mailto:Sharon.rose@ucsf.edu)) in the Office of Academic Programs. Sharon will contact the proposed visitor. Applicable fees, as determined by Sharon Rose, are to be paid to the SON Registrar.

Unsolicited requests for institutional affiliations and those recommended by our faculty members should be referred to Sharon Rose. Affiliations will be reviewed by the Dean and Associate Dean for Academic Programs for their potential for mutual benefit and alignment to our strategic priorities.

Faculty seeking to enroll an international or domestic colleague in the Special Studies program should contact the Office of the Associate Dean for Academic Programs for information or visit <https://nursing.ucsf.edu/admissions/welcome-ucsf-nursing/special-studies/custom-special-studies#International-Students>. Special Studies fees are paid to the SON Registrar.

Questions regarding the Visiting Scholar, Special Studies, or international partnerships program should be directed to the Office of the Associate Dean for Academic Programs.

## Appendix I

When Visiting Scholars are international, the costs are as follows:

1. UCSF Annual Expenses/Costs														
HR Support	\$1,374	This is the charge from Human Resources to process paperwork for visitors (\$1,067 for Post Docs)												
IT Network and Desktop	\$840	ITFs (\$59/month) plus data network recharge (\$11/month for affiliate)												
Communication	\$518	\$170/phone set plus \$29/month												
UCSF SISS Fees	\$640	This is what UCSF charges to process a Visa and dependent on the type of VISA (\$640 for the initial year and \$840 for the second year)												
ID Badge	\$36													
DHS Sevis Fee	\$200	For international students. \$180 for international visitors												
	<b>\$3,608</b>													
2. Funding Requirements: Minimum		\$26,520												
		Proof of funding requirements from funding source (as recommended by Department of State):												
		1) Issued within the past 6-months												
		2) Provided in English												
		3) Include currency conversion, if not in U.S. dollars												
		4) Issued on letterhead												
		5) Signature												
		Can include job offer letters, fellowship offer letters, bank letters, etc.												
3. Other Requirements														
Proof of Health Insurance														

When Visiting Scholars are domestic, the costs are as follows:

1. UCSF Annual Expenses/Costs														
HR Support	\$1,374	This is the charge from Human Resources to process paperwork for visitors (\$1,067 for Post Docs)												
IT Network and Desktop	\$840	ITFs (\$59/month) plus data network recharge (\$11/month for affiliate)												
Communication	\$518	\$170/phone set plus \$29/month												
ID Badge	\$36													
	<b>\$2,768</b>													

Custom Special Studies tuition and fees are all-inclusive of the above:

Custom Special Studies Tuition & Fees	\$9,114	Per quarter, for non-residents
	\$6,660	Per quarter, for California residents