**HR Taxonomy: Hire/Academic Life Cycle – Appointment**

**Process: Visiting Scholars/Other Visitors**

**Map Reference: A45**  
**Revised 7/2013**

**Applies to:** APM 430 provides an opportunity for visitors on leave from an academic appointment, other employment, or student enrollment at a home institution or other entity to visit UCSF to participate in a short-term educational, research, or academic project under the supervision of an academic appointee.

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**New Appointment**

- **Academic Employee**
  - Applicant contacts the department

- **Department**
  - Applicant determines if they will sponsor the Visiting Scholar/Visitor
  - Complete the Visiting Scholars/Other Visitors Applicant form and submit supporting documents (Instructions for Applicant Form)

- **Service Center**
  - Open SRS
  - Receives the Applicant Form and supporting documents. Complete the Visiting Scholars/Other Visitors Department Coversheet (including the appropriate department signatures) (Instructions for Department Coversheet)

- **Specialty Center**
  - Generalist verifies all sections of the Visiting Scholars/Visitor Department Coversheet are completed and all supporting documents are attached

- **Dean/School AA Managers**
  - Route for Approval
    - No, Visitor Graduate
      - Student Academic Affairs: Reviews packet, signs and returns Department Appointment Coversheet to HR Service Center
    - No, Visitor Undergraduate
      - Visa not required
      - Close SRS
    - Yes, Visiting Scholar
      - Partner with ISSO if visa is required
      - Visa required

- **VPAA Office**
  - Vice/Associate Dean of Academic Affairs: Reviews pack, signs and returns Department Appointment Coversheet to HR Service Center

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**To Visa map**

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**Instructions for Applicant Form**

**Graduate Division**

- Reviews packet, signs and returns Department Appointment Coversheet to HR Service Center

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**Instructions for Department Coversheet**

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**Visiting Scholar?**

- No
  - Student Academic Affairs: Reviews packet, signs and returns Department Appointment Coversheet to HR Service Center
- Yes
  - Partner with ISSO if visa is required
  - Visa required

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**Onboard Visitor/Visiting Scholar and communicate to department, upon completion**

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**Open SRS**

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**Close SRS**