

UC Student Affiliation Packet

Please note that this affiliation is for the purpose of participating in a research or academic project under supervision of sponsoring faculty. It is for UC Students currently enrolled in a UC Institution (not UC extension).

To be completed by department:

UC Student Name:

First Name:		Last Name:	
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Length of Activity:

Initial Start Date:		End Date:	
Extension Start Date:		End Date:	
Extension Start Date:		End Date:	
Extension Start Date:		End Date:	
Extension Start Date:		End Date:	
Extension Start Date:		End Date:	
Extension Start Date:		End Date:	

Department Contact Information

Department or Unit:		Department ID:	
Contact Name:			
Phone:		Email:	

Description of Student Responsibilities: (no clinical duties allowed)

To be completed by the UC Student:

UC Student Information:

First Name (legal):		M.I.		Last Name (legal):	
First Name (lived*):				Last Name (lived*):	
Phone Number:				Email:	
Date of Birth:				Are you on a student visa?***	
UC Campus currently enrolled at:				You are enrolled in:	
Emergency Contact:				Phone:	

*A lived name is a self-chosen personal and/or professional name used instead of a legal name.

**All F-1 students must obtain a type of off-campus work permission known as Curricular Practical Training (“CPT”) from their F-1 sponsoring institution. Prior to the start of employment, students will need to receive an authorization from their home campus International Visa Office who records the employment in the Student and Exchange Visitor Information System (SEVIS) and issues a new I-20 Form with a notation that permits the student to engage in CPT. A copy of this form will need to be provided to UCSF HR.

Checklist: Attach the following documents and submit to the sponsoring department:

- Enrollment Verification (to match proposed affiliation period)
- Signed [UCSF Confidentiality Statement](#)

Student Signature:

- I agree to abide by the rules and policies of the University of California San Francisco, including but not limited to, those governing ownership of intellectual property rights, privacy, confidentiality, safety and harassment. I also agree to review the [Privacy and Confidentiality Handbook](#).
- I certify that I will be 18 years or older at the start of the affiliation

_____	_____	_____
Name	Signature	Date

UC student and PI to review the following and check off once complete:

- Hours: The student’s schedule cannot exceed 20 hours/week. (Exception: Summer is the only period they can work beyond 50% effort)
- Laboratory Responsibilities: The sponsoring PI is responsible for developing a plan to assure a quality training experience for the student. It is understood that the PI will serve as a mentor to the student, will supervise the research project and will meet with the student on a regular basis. Operation of the laboratory and all activities and research conducted therein is also the responsibility of the PI.
- The sponsoring PI is responsible for discussing and affirmatively disclosing potential hazards/risks involved in the project and for ensuring that the student receives appropriate safety training relative to the project in order to minimize risk or injury.
- The student and the Faculty Sponsor shall discuss and plan how the student’s goals and objectives will be met with the understanding that such activities contribute to the student’s professional and scientific development.
- Relationship of Parties/Liability: The nature of this arrangement is a volunteer agreement, and no employment relationship is created.

Department Signatures:

I certify that the individual named meets the University and Departmental criteria for the purpose of participating in a research or academic project.

(printed name)	(printed name)
_____	_____
Faculty Sponsor <i>(print name and sign)</i>	Date
(printed name)	(printed name)
_____	_____
Dept Chair or Dept Manager <i>(print name and sign)</i>	Date