

November 18, 2005  
Department of Civil & Environmental Engineering  
Visiting Scholar Policy & Procedures

**Policy:**

The Civil & Environmental Engineering Department will only pay visa processing fees for faculty positions. Fees for visiting students, postdocs, researchers and scholars must be reimbursed to the Department by visiting student/scholar or relevant faculty member. Fees can be charged directly to a grant only if agency allows. Written approval must be provided to the Department. (State contracts/grants will not cover fees)

**Procedures:**

1. A Visiting Scholar Application form must be completely filled out by faculty member and approved by Department Chair before a Visitor is informed he/she is invited. Forms are available at the front desk and on our departmental website. (please note visa processing time takes 1-2 months approximately, therefore make sure your applications are submitted in a timely manner)
2. Fees to process J-1, H-1 and Permanent Residency initially are directly charged to Department account but **MUST** be reimbursed by visitor or faculty member.
3. Upon approval from department chair, staff will send official department invite letter to visitor explaining process (see attached example letter).
4. The visitor will be assigned a desk if one is available. There are currently only 3 offices in ENG III, rooms 3108, 3110 and 3114, for a total of 9-10 desks. If you would like to “reserve” a desk for a specific visitor/time please notify Anni/Margaret and they will try to accommodate your needs.
5. If your visitor plans to extend their visit, department staff must be notified immediately, (at least 60-90 days) prior to process a visa extension and to ensure desk space availability. Please note if someone else has reserved your visitor’s desk space at their anticipated end date, a desk may not be available.
6. It is the visiting student/postdoc/researcher/scholar or faculty member’s responsibility to track the expiration date of their visas - not the department staff. Staff will assist with preparation and processing of visa extensions, but again please notify at least 60-90 days prior to expiration).



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### Visiting Scholar Example Only Form Letter

The Department of Civil & Environmental Engineering at UCD is pleased to invite you as a visiting scholar beginning \_\_\_\_\_ through \_\_\_\_\_. We understand you will be working with Professor \_\_\_\_\_ on a research project funded by the \_\_\_\_\_. [A memo from Professor \_\_\_\_\_ (attached) verifies your financial support being funded from the project which will employ you as a \_\_\_\_\_, for the duration of your stay, with your total income being \$ \_\_\_\_\_. ] Circumstances permit (*or do not permit*) us to offer you a desk. [Any other offer by faculty]

[Due to the short time available before your arrival], we will email you a Request for Form DS-2019. Please complete the DS-2019 request form and return it as soon as possible to Anna Marie Carroll, (acarroll@ucdavis.edu). Additionally, to process your Visa through U.C. Services for International Students & Scholars and the U.S. Immigration Service, please send a check made payable to the U.C. Regents for \$ \_\_\_\_\_.

For visa and travel arrangements we suggest you contact the U.S. Embassy in \_\_\_\_\_. Once we have received the Certificate of Eligibility for Exchange we will then send it to you by express mail. [Due to the short time available to process your paperwork, it is not certain if the process will be completed before your anticipated arrival date.]

When all the necessary details have been completed we will inform you by email and will also include a copy of the Eligibility Form that we will be express mailing to you. [When your plans are definite please contact Professor \_\_\_\_\_ with the details of your arrival]

We look forward to meeting you soon.

Sincerely,

Jeannie Darby, Chair  
Department of Civil & Environmental Engineering

JLD/jad