|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request must include: | **[ ]  CV** | **[ ]** [**J-1 IOF**](https://internationaloffice.berkeley.edu/ucb_departments/recharge_fees)**[[1]](#endnote-1)** | **[ ]  Speedtype1** | **[ ]** [**Host Faculty Agreement**](https://internationaloffice.berkeley.edu/ucb_departments/j-1)**1** | **[ ]** [**Scholar Proof of Funding**](https://internationaloffice.berkeley.edu/ucb_departments/J-1/financial-requirements)**1** |
| **APPOINTMENT INFORMATION** |
| **Appointment Type:**  |  |
| **Name (First Last):** |       | **Faculty Sponsor Name:** |       |
| **Email:** |       | **Faculty Sponsor Email:** |       |
| **Department:** |       |
| **Start Date:** |       | **End Date:** |       | **Current Position:**  |       |
| **Highest Degree Earned:** |       | **Conferral Date:**  |       | **Institution:** |       |
| **Will Scholar Receive Stipend through UC Berkeley?**   |
| **LOCATION** |
| **Building:** | Ex. Sproul Hall | **Room Number:** | Ex. 120 |
| **RESEARCH DUTIES** |
|       |
| **NOTES** |
|       |
| **VISA *(if needed)*** |
| *Visa requirements may change without notice. Please check the* [*Berkeley International Office*](https://internationaloffice.berkeley.edu/) *site for current information.* |
| **Visa Action Type:** |  | [**CIP Code**](https://docs.google.com/spreadsheets/d/1pXoiCVtQa-hRMNMwvf6lTcDjwe8tvTZL/edit#gid=1171591930)*(if known)***:** |       |
| **Will the scholar bring any dependents?** |   |  | N/A -> |  | N/A ->  |    |
| [**English Competency**](https://internationaloffice.berkeley.edu/elp-documentation)*(choose one)***:** | [ ]  Sponsor Letter | [ ]  English Proficiency Test | [ ]  Letter from Home Institution |
| **Needed to Process Visa:** | **[ ]** [**J-1 IOF**](https://internationaloffice.berkeley.edu/ucb_departments/recharge_fees) | **[ ]  Speedtype** | **[ ]** [**Host Faculty Agreement**](https://internationaloffice.berkeley.edu/ucb_departments/j-1) | **[ ]** [**Scholar Proof of Funding**](https://internationaloffice.berkeley.edu/ucb_departments/J-1/financial-requirements) |
| **Country of Citizenship:** |       | **Country of Current Residence[[2]](#endnote-2):** |       |
| **FEES** |
| **Fees***(Click on hyperlinks to confirm fee amounts)* | **Paid by Host** | **Paid by Scholar** | **N/A** | If Fee is paid by host, provide the funding information/chartstring(s) in the next section. If the scholar is reimbursing host, further instructions will be provided. |
| [BIO J-1 IOF Fee](https://internationaloffice.berkeley.edu/ucb_departments/recharge_fees)1 | [ ]  | [ ]  | [ ]  | Name: |       |
| Department Fee | [ ]  | [ ]  | [ ]  | Email: |       |
| [Medical Insurance](https://clients.garnett-powers.com/vs/ucb/plans_benefits/)1 | [ ]  | [ ]  | [ ]  | Address: |       |
| SpeedType (Shipping/FedEx)1 | [ ]  | [ ]  | [ ]  |  |  |
| [University Services Fee](https://vspa.berkeley.edu/about/university-services-fee) | [ ]  | [ ]  | [ ]  |  |  |
| **FUNDING INFORMATION** |
| The following *Fees* can be paid using a dedicated form (IOF): [BIO J-1 IOF Fee](https://internationaloffice.berkeley.edu/ucb_departments/recharge_fees) & [University Service Fee](https://vspa.berkeley.edu/about/university-services-fee) |
| **Expense** | **Amount** | **Agency Type** | **GLBU** | **Fund** | **Org/Dept** | **Program** | **Chartfield 1** | **Chartfield 2** |
| Department Fee *(if any)* |       |  |   |       |       |       |       |       |
| [Medical Insurance](https://clients.garnett-powers.com/vs/ucb/plans_benefits/)1 |       |  |   |       |       |       |       |       |
| [Stipend](https://vspa.berkeley.edu/faculty-staff/compensation/living-allowances) *(if applicable)* |       |  |   |       |       |       |       |       |
| SpeedType (Shipping/FedEx1): |       |       |
| **CONTACT INFORMATION** |
| **Preparer Name:** |       | **Email Address:**  |       |
| **APPROVALS (*as needed*)** |
| Attach email approval if needed in lieu of signature below |
| **Faculty Sponsor Name:** |   | **Signature:** |  | **Date:** |       |
| **Funding Approver Name:** |       | **Signature:** |  | **Date:** |       |
| **Dept Chair Name:** |       | **Signature:** |  | **Date:** |       |
| **Dean Name:** |       | **Signature:** |  | **Date:** |       |

1. Applicable only if scholar needs J1 Visa. [↑](#endnote-ref-1)
2. Might Impact Visa timeline. [↑](#endnote-ref-2)