*The University of Vermont*

**Request for a Non-Salaried Visiting Scholar Appointment (Domestic and International)**

Visiting Scholar Appointmentsapply to individuals who hold a terminal degree in their field and are engaged in compensable activities while at UVM, but they are not funded by UVM. Such appointments are intended to be short-term and are funded by sources outside of the University (from international or domestic sources). Visiting Scholar appointees must have valid J-1 immigration status and work authorizations. Domestic appointees must complete an I-9.

On rare exceptions, individuals without a terminal degree may be granted a Visiting Scholar appointment. Please use the section below to justify your request.

**Departments and offices wishing to host a non-salaried Visiting Scholar must consult with International Student and Scholar Services in the Office of International Education regarding immigration-related policies and procedures. Unless the visitor will be coming through Fulbright, a DS-2019 request must be made through the Office of International Education iStart system (see** [**https://www.uvm.edu/oie/j1**](https://www.uvm.edu/oie/j1) **for details).**

|  |  |
| --- | --- |
| ***Visiting Scholar Appointment Details*** | |
| *Name:* | *Title:* **Visiting Scholar** |
| *Department:* | *College/School:* |
| *FTE:* **Always 0** | *Term:* |
| *Faculty Sponsor within Department:* | |
| *Expected Length of Appointment:* | |

Does candidate hold terminal degree? Yes No. If you answer No, please provide reasons why candidate should be considered for a Visiting Scholar Appointment.

Rationale in Support of the Visiting Scholar Appointment:

Consultative Process Including the Faculty in the Department:

Description of Expectations of the Individual Associated with the Visiting Scholar Appointment:

**Signatures required before DS-2019 can be issued by UVM’s International Student and Scholar Services:**

|  |  |
| --- | --- |
| *Department Chair/Equivalent Signature Date* | *Dean Signature Date* |
| *Assistant Dean/Financial Manager Signature Date* | *Faculty Services/Provost’s Office Date* |

Submit this signed form, a CV, appointment letter, Employee Information Form (Data Form) attached to an ePar noting the Scholar’s termination date. Questions about the ePar should be sent to Facultyservices@uvm.edu.

Revised 03/29/2019