REQUEST FOR TEMPORARY SERVICES OF NON-IMMIGRANT FOREIGN SCHOLAR

To be used for the sponsorship of a foreign scholar who will participate in a UC Riverside program of research, teaching, lecturing, or a combination thereof. Refer to Policy and Procedure Manual, Section #650-10.

Type or print legibly. Request Forms without approval signatures will not be processed.

The initiating department carries the overall responsibility that all forms, documents, fees, etc. are complete and available to the International Services Center (ISC), specifically:

- Part I (Blue page) - is to be supplied by UCR faculty sponsor.
- Part II (Blue page) - is to be secured by initiating department.
- Part III (Blue page) - is to be supplied by UCR faculty sponsor/initiating department.
- Part IV (Yellow page) - is to be supplied by foreign scholar.
- Dependent Form (Pink page) - is to be supplied by foreign scholar.

In order to comply with federal regulations governing the processing of visas to non-citizens, all information items on this form must be completed. Do not leave any question unanswered. When appropriate, insert "none," "not applicable" or "n/a." If you need more space to answer fully any question on this form, use a separate sheet of paper and identify each answer with the number of the corresponding question.

Within 10 days of receipt of the completed Request (Parts I-IV, Dependent Form), the ISC will review the data supplied and will prepare the documents for the appropriate visa petition. Please indicate the name of the department contact (MSO, AA, or Secretary) in case the ISC needs to discuss specifics of the request.

(Name of department contact) (Phone)

Note: The requirements, petitions, and procedures for non-immigrant sponsorship are highly regulated and specific. Severe penalties are provided under Title 18, United States Code, Section 1001. The Section states that whoever willfully and knowingly falsifies or conceals a material fact, makes a false statement, or makes use of a false document will be fined up to $10,000 or imprisoned up to five years, or both.

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Part I. Endorsement of Sponsor

1. Are you authorized to invite and/or to employ (with or without UC compensation) the named foreign scholar to perform the desired services or to receive the desired training in your unit? Yes___ No___

2. To your knowledge and belief, is the named foreign scholar fully qualified to perform the desired services or to receive the desired training? Yes___ No___

3. (Name of faculty member associated with scholar) (Signature)

(Department) (over) (Phone) (Date)
Part II. Appointment/Service Data

1. Name of scholar:__________________________________________________________

2. Title of proposed UCR appointment:______________________________________

3. Nature of proposed appointment: Research___ Teach___ Both___

4. HERRA code:________________________

5. Is the appointment permanent in nature? Yes___ No___

6. Do you intend to eventually endorse the foreign scholar for permanent employment/residence in the U.S.? Yes___ No___

7. Give a non-technical description of the scholar's duties while at UCR:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

8. Dates (month/day/year) of proposed initial stay at UCR from_________ to_________

9. Future requests for additional time are___are not___ contemplated. If yes, how much longer?______________________________


    Source(s)                      Per Month
    UC Salary____________________ $____________ (Specify Fund)
    Grant to UC__________________ $____________ (Specify Source)
    Other than UC funding_________ $____________ (Specify)

Part III. Approvals (Route for signatures as applicable)

Department Chairman________________________ Date_______

Dean________________________________________ Date_______

Personnel Office____________________________ Date_______

VC-Faculty Relations________________________ Date_______

01/90 Form FF/R I-III