

Linguistics Research Center

Visiting Research Associate Program Staff Handbook



Please return to:
Maria Zimmer
Linguistics Dept
Stevenson 251

**VRA PROGRAM
STAFF HANDBOOK**

Visiting Research Associate Program Staff Handbook

1. Faculty approval of visitor's application

Timeline: Up to 1 year in advance—Documents should be sent to Division a minimum of 6 months in advance if applicant is international

Process:

- Prospective visitor emails the faculty member they wish to work with or the LRC Director stating research interest
- If email is received by someone other than the LRC Director, it needs to be forwarded to the Director
- Director communicates with prospective visitor asking for dates of visit, CV and research statement. At this point LRC Coordinator is copied on emails so attachments can be filed
- Director reminds visitor to start reviewing visa eligibility at these URLs:
<http://ieo.ucsc.edu/intl-scholars/j1/prospective-eligibility.html>
<http://babel.ucsc.edu/lrc/associate.html>
- Director takes CV and research statement to faculty. Prospective visitor is either denied or approval to recommend will go to the Dean

NOTE: the LRC Director has the authority to deny a potential visitor without department discussion. This is at the discretion of the LRC Director. The Director responds with an email telling the applicant that this program is either too full or is not a good fit.

2. Director writes conditional acceptance letter to applicant

- Upon faculty approval, Director emails applicant and explains resources offered and the donation. Director copies LRC Coordinator and tells applicant that the LRC staff member will work with the applicant to put together file for Dean and Int'l Education Office <http://ieo.ucsc.edu/about/index.html>
- LRC staff member and Director write formal letter and email it to applicant

3. LRC Coordinator compiles paperwork for applicant file

Timeline: 7-8 months before intended start date of visitor's appointment

Process:

- LRC Coordinator completes both documents listed below and places in applicant's file:
 1. *Humanities Division Document Inventory for Appointment to the Without Salary Visiting Scholar, Research Fellow and Research Associate Titles*
 2. *Visiting Scholar, Research Fellow and Research Associate Appointment Request Form*

Forms found here:

<http://humanities.ucsc.edu/about/administration/academic-human-resources/index.html>

- If applicant is international, LRC Coordinator completes *J-1 DS-2019 Request for Temporary Teaching or Research Scholar Positions* and emails it to applicant for verification. Applicant must complete, sign and return page 3 of this document.

Form found here:

<http://ieo.ucsc.edu/faculty-staff/sponsor/j1/j1forms-ds-2019request.pdf>

Questions that LRC staff member might receive during paperwork processing:

- a. *Health Insurance requirement: LRC Coordinator is not expected to review different health insurance policies for applicants, and can not mention or discuss any private companies (this would be considered an endorsement).*
- b. *Foreign applicants should carefully review the guidelines, here:*
<http://ieo.ucsc.edu/intl-scholars/j1/post-arrival-insurance.html>

Questions about health insurance should be directed to j1visa@ucsc.edu

- c. *Financial requirement: As of 8/2012, international applicants must show proof that they have \$1800/month for each month of their appointment at UCSC. This can be done with a variety of funds, most often through a grant or their home employment/stipend, and personal funds from a bank account. Bank account evidence must be a letter on bank letterhead addressed to UCSC or a letter on University letterhead stating the income applicant will receive during their time at UCSC. It cannot be a printout of a bank statement. Explanation of expense requirements here: <http://ieo.ucsc.edu/intl-scholars/j1/prearrival-information.html>*
- d. *Dates: it is very important that the dates of the applicant's appointment are consistent over each form. Dates should not fall on the weekend, and whenever possible should line up with quarter start and finish dates. If more than one visitor is arriving within the same week the LRC staff member may request matching arrival dates, in order to offer a group orientation to both individuals.*

A complete file consists of:

- Copies of passports
- Letter of recommendation to the Dean of Humanities (from LRC Director) requesting approval of visiting scholar
- Document inventory
- Appointment request form
- CV
- Research Statement
- J1-DS 2019 request form (if applicant is international)
- Financial Statements (if applicant is international) - Certification from their financial institution in English/US dollars

Humanities HR (Judy Scarborough) deadline =

- International applicant: no later than 6 months prior to applicant's appointment date. Ideally file would be turned in 7-8 months in advance. This deadline was made to accommodate ISSS's deadline, which is 10 weeks prior to arrival date.
- US Citizens: no later than 8 weeks prior to applicant's appointment date

4. Upon arrival- orientation given by LRC staff member

- Tour of Stevenson: including Ling. Common Room, Grad students in The Cave, Stevenson Café, Fireside Lounge, etc.
- Introductions: LRC Director, Department Chair, Department Manager, Undergraduate Coordinator
- Keys
 - Contact Tony Grant (tegrant@ucsc.edu or 831-459-4710) to set up appointment in advance.
- Maps of campus
- On-line resources, such as current class schedule, ling. website (show events calendar)
- List of UCSC closure times
- Events
- Bus Pass
- Humanities Building
- Judy Scarborough (make appointment in advance)
- Cowell, Quarry Plaza
- OPERS, McHenry Library (time permitting)

ISSS: Foreign visitor check-in

- Visa, original bank documents
- Social Security card

Other items that LRC staff member handles:

- Library Proxy Card Application
- Housing Information (visitors are responsible for locating their own housing)
- Santa Cruz General Information
- If necessary, help visitor make arrangements to go to Social Security building (169 Walnut Avenue, Santa Cruz)
- List of what support is provided during appointment
- Departure Information
- Add to LRC visitor email list
- CruzID, Ethernet/Internet, network printer
- Take and posts photo on department photo board

Other resources for LRC staff member and visiting scholar to read/review:

<http://ieo.ucsc.edu/intl-scholars/resources/index.html>

LRC VISITOR GUIDE
Progress Checklist
with Samples

LRC Visitor Guide Progress Checklist

Name _____

1. Faculty approval of visitor's application

Timeline: Up to 1 year in advance—Documents should be sent to Division a minimum of 3 months in advance if applicant is international

Process:

- Prospective visitor emails the faculty member they wish to work with or the LRC Director stating research interest.
- If email is received by someone other than the LRC Director, it needs to be forwarded to the Director.
- Director communicates with prospective visitor asking for dates of visit, CV and research statement. At this point LRC Coordinator is copied on emails so attachments can be filed
- Director reminds visitor to start reviewing visa eligibility (<http://ieo.ucsc.edu/intl-scholars/j1/prospective-eligibility.html>, <http://babel.ucsc.edu/lrc/associate.html>)
- Director takes CV and research statement to faculty. Prospective visitor is either denied or approved and if the latter, recommendation is sent on to the Dean. (see Sample 1)

2. Director writes conditional acceptance letter to applicant

- Upon faculty approval, Director emails applicant and explains resources offered and the donation. Director copies LRC Coordinator and tells applicant that the LRC staff member will work with the applicant to put together file for Dean and Int'l Education Office
<http://ieo.ucsc.edu/about/index.html> (see Sample 6: VRA Program Requirements Checklist)
- LRC staff member and Director write formal letter and email it to applicant. (see Sample 2)

3. LRC Coordinator compiles paperwork for applicant file

Timeline: 3-6 months before intended start date of visitor's appointment

Process:

- LRC Coordinator completes both documents listed below and places in applicant's file:
 - *Humanities Division Document Inventory for Appointment to the Without Salary Visiting Scholar, Research Fellow and Research Associate Titles* (see Sample 3)
http://humanities.ucsc.edu/about/administration/academic-human-resources/ahr_web_forms/Visiting_Document_Inventory.pdf
 - *Visiting Scholar, Research Fellow and Research Associate Appointment Request Form* (see Sample 4)
- If applicant is international, LRC Coordinator completes *J-1 DS-2019 Request for Temporary Teaching or Research Scholar Positions* and emails it to applicant for verification. Applicant must complete, sign and return page 3 of this document. (see Sample 5)
<http://ieo.ucsc.edu/faculty-staff/sponsor/j1/j1forms-ds-2019request.pdf>
- Once verified, the LRC Coordinator has LRC Director complete & sign the second page and places all three pages in the applicant's file.
- When VRA Program Requirements Checklist is complete and packet organized, make 2 copies (1 for applicant's file and 1 for Ashley). Then hand-deliver to Judy Scarborough.

Humanities HR (Judy Scarborough) file submittal* deadline =

- International applicant: no later than 3 months prior to applicant's appointment date. Ideally file would be turned in 4-5 months in advance. This deadline was made to accommodate ISSS's deadline, which is 10 weeks prior to arrival date.
- US Citizens: no later than 8 weeks prior to applicant's appointment date.

4. Upon arrival- orientation given by LRC staff member

- Tour of Stevenson: including Ling. Common Room, Grad students in The Cave, Stevenson Café, Fireside Lounge, etc.
- Introductions: LRC Director, Department Chair, Department Manager, Undergraduate Coordinator
- Keys / Office
- Maps of campus
- On-line resources, such as current class schedule, ling. website (show events calendar)
- Events
- Bus Pass / Transportation information for UCSC & Santa Cruz area
- Humanities Building:
 - o Judy Scarborough 459-2697 (make appointment in advance)
- Cowell & Quarry Plaza
- ISSS: Foreign visitor check-in
 - o Visa, original bank documents
 - o Social Security card
- Time permitting:
 - o OPERS
 - o McHenry



Other items that LRC staff member handles:

- Housing Information (visitors are responsible for locating their own housing)
- Email reminder of:
 - o being frugal w/ supplies & printing parameters
 - o *donation* paperwork
 - o no IT support
- Departure Information
- Add LRC visitor to email list
- CruzID, Internet, network printer (in The Cave)
- Take and post photo on department photo board



Other resources for LRC staff member to read/review:

<http://ieo.ucsc.edu/intl-scholars/resources/index.html>

*see Visiting Research Associate File Submittal Checklist

VISITING RESEARCH ASSOCIATE FILE SUBMITTAL CHECKLIST

NAME _____

Provided by LRC Staff:

- Document Inventory Form (see Sample 3)
- Appointment Request Form (see Sample 4)
- J1-DS 2019 Request Form (only if applicant is international – see Sample 5)
- Letter of recommendation to the Dean of Humanities (from LRC Director) requesting approval of visiting scholar (see Sample 1)

Provided by Visiting Scholar:

NOTE: Scanned copies of everything are fine. The scholar should bring originals to UCSC when she/he arrives in the U.S.

- Copies of Passport
- Research Statement
- CV
- Financial Statements (if applicant is international)
 - Certification from their financial institution in English/US dollars
 - Their financial institution or university signs this document.

- Paperclip (do not staple) and take all of the above to Judy Scarborough (9-2697)
 - Hand-delivered on _____

- EMAIL applicant that paperwork has been submitted and is being processed. Applicant will hear from Judy Scarborough in approximately four weeks.
 - Emailed on _____

- Letter of Appointment from Dean received on _____
 - (see Sample 7)

NOTES:

UCSC LINGUISTICS RESEARCH CENTER

Date

Dean's Name

Dean of Humanities

RE: Appointment of Candidate Name as Linguistics Research Center Visiting Junior Specialist

Dear Dean's First Name:

The Linguistics Research Center, in consultation with the Department of Linguistics, would like to appoint Candidate Name as a Visiting Junior Specialist without stipend from start date of appointment to end date of appointment.

Candidate's First Name is currently a PhD student in Linguistics at the Institute for Logic, Language, and Computation at University of ??? under the direction of Director's Name from University. Candidate's First Name has received permission from his home institution to do research at UC Santa Cruz during Winter and Spring 2013. His CV and research statement are attached.

At Santa Cruz, Candidate's First Name plans to continue to pursue her research on issues connected to noun phrase interpretation within the framework of inquisitive semantics under my direction. We anticipate that his participation in our Department's activities will be mutually beneficial to him and to the Department.

In addition to library privileges and email access granted to visiting researchers, the LRC will provide Candidate's First Name with access to the linguistics graduate student area. We expect his association to generate little impact on other campus resources.

I hope you will approve this appointment.

Sincerely,

Linguistics Faculty Name

Director, Linguistics Research Center

Attachments: CV, research statement, Research Associate Request Form

Sample of Post-Vote
Conditional Letter of
Acceptance

Candidate's Name
Dept. of Candidate's Dept. from University
Address
City, Country

Dear Mr./Ms. Candidate's Last Name,

Thank you very much for your inquiry about the possibility of being a visitor associated with the LRC between quarter appointment start year and quarter appointment end year. I am writing to let you know that the faculty of the department voted unanimously to support your application. The Linguistics Research Center will serve as your official sponsor and will request a formal appointment for you through UCSC's Division of Humanities.

If you accept this invitation and if the Dean of Humanities approves your appointment, your status in the university would be that of Visiting Junior Specialist with the Linguistics Research Center. On that basis, you would have access to the UCSC libraries and their electronic databases as well as a campus email address. We will do our best to provide you with shared office space, a shared campus phone, and printing and copying resources in a nearby location. The office space has both wireless and Ethernet Internet access for your personal laptop. Maria Zimmer, the LRC Coordinator, will contact you in January to begin the visa and appointment process.

You would be invited and strongly encouraged to participate in the research life of the department – attending classes, seminars and colloquia as well as participating in reading groups, research groups, workshops, lab meetings and the department's social gatherings.

I should point out that the LRC currently requests a donation from Visiting Junior Specialists and other visiting scholars of \$1000.00 per year. Monetary donations help defray some of the costs associated with your visit. You may incur additional personal expenses associated with any visa required for your visit.

In the meantime, please take this letter as our official indication that we would be delighted to have you as a visitor, and wish you the best of luck in the application process. We look forward to welcoming you to Santa Cruz.

Sincerely,

Linguistics Faculty Name
Professor of Linguistics &
Director of the Linguistics Research Center

HUMANITIES DOCUMENT INVENTORY FOR APPOINTMENT
TO THE WITHOUT SALARY VISITING SCHOLAR, RESEARCH FELLOW AND RESEARCH
ASSOCIATE TITLES

Name _____ Dept./Program/Faculty _____

Proposed Title _____ Step _____

Begin & End Dates of Employment _____ Percent Time _____ %

Account Number(s): _____ Grant Name(s): _____

Special funding conditions, if any _____

Prior and/or concurrent UC Employment (state locations, dates, titles): _____

U.S. Citizen? Yes No If No, list visa type or date request submitted: _____

Expiration date of visa: _____ Sponsoring Agency _____

SUBMIT ONE SET OF THE FOLLOWING DOCUMENTS TO THE DEAN'S OFFICE

- ✓ Dept./Program/Faculty letter recommending appointment addressed to the Dean
- ✓ Biography (1501) Form/Updated Curriculum Vita

Address for appointment letter:

SAMPLE 3

**VISITING SCHOLAR, RESEARCH FELLOW AND RESEARCH ASSOCIATE APPOINTMENT
REQUEST FORM**
(Submit with Document Inventory for these appointments)

Last Name: _____ First Name: _____ MI _____

Dates of Appointment: From _____ To _____

Contact Telephone Number (off-campus): _____

Current email address: _____

Present employer or educational institution affiliation: _____

UCSC RESEARCH PARTNER/SPONSOR (Must be Academic Appointee)

Last Name: _____ First Name: _____

Position Title: _____ Department/College/Center: _____

Telephone: _____ Email Address: _____

PROJECT INFORMATION

Project Title: _____

Externally funded (include fund source): _____

Internally funded (include fund source): _____

Other funding (explain): _____

PROJECT DESCRIPTION

(a) Describe the collaboration's objectives (attach description, if necessary)

(b) Describe the resources and services that will be made available to the visiting researcher
(attach description, if necessary)

SPECIFIC PRIVILEGES REQUESTED FOR VISITING RESEARCHER (check all that apply)

___ UCSC ID Card (for appointment term, only – issued upon completion of employment paperwork)

___ Visa Type: _____ (attach ISSS Form for proper visa)

___ Network/Telephone

___ Staff Support (Fund source: _____)

Description:

___ Office Supplies (Fund source: _____) FOAPAL: _____

___ Door Keys (Building/Room: _____) Fund source: _____

FOAPAL: _____

___ Other (describe): _____

General Processing steps:

- Complete all sections including signatures. Incomplete visa requests will be returned to Div. AHR Managers via intercampus mail.
- Prospective visiting scholar, UCSC sponsoring professor/Principal Investigator (PI), and UCSC departmental assistant/manager gather information for Items 1, 2, 3, 4, 5, collect copy of passport identity page, as well as document certification form.
- UCSC departmental assistant/ manager or Principal Investigator finalizes information with the divisional AHR manager for Items 3, 4, 5.
- Department Chair, Director of ORU or PI signs Item 6A.
- Send signed form with attachments to UCSC academic divisional AHR manager for final review.
- Divisional AHR manager obtains signature in Item 6B, sends form to International Scholar and Student Services (ISSS).
- Submit to ISSS AT LEAST 2 months prior to scholar's arrival to U.S. *DO NOT SEND if dates are not confirmed by both Dept and Scholar.*

For J-1 Exchange Visitor Status

- ISSS completes Form DS-2019 Certificate of Eligibility for J-1 Status and returns it with instructions to divisional AHR manager unless AHR manager requests an exception.
- Divisional AHR manager arranges for express mail to visiting scholar.
- Scholar uses DS-2019 with passport and supporting documents to apply for visa at U.S. consulate.
- Note: Canadian citizens are visa exempt. They need DS-2019 and passport, but do not need to apply for a visa at a U.S. consulate.
- For change of status within U.S. scholar sends DS-2019 with supporting forms/documents to USCIS.

For TN Status for certain Canadian and Mexican citizens only (see Additional Guidelines)

- ISSS prepares appropriate forms/instructions and submits TN petition to immigration service; or for scholars out of U.S., ISSS returns documents and instructions to division to send to scholar outside U.S.

1. INFORMATION ABOUT THE VISITING INTERNATIONAL SCHOLAR

→Enter information exactly as on passport. Enter all dates in month/day/year format. ALL sections must be completed in their entirety with supporting doc's.

NAME _____ () male
 last (family name) first middle () female

Date of birth _____ month/day/year Place of Birth _____ city _____ country _____

Country of Citizenship _____ Country of legal permanent residence _____

Position in country of permanent residence: _____ (grad student, professor, researcher, etc.)

Mailing Address (not P.O. Box) _____

Phone: _____ E-mail: _____

Permanent Residential Address outside U.S.: _____

UCSC Address: _____ Phone: _____ E-mail: _____

2. INFORMATION ABOUT DEPENDENTS

WILL ANY DEPENDENTS ACCOMPANY THE SCHOLAR? YES NO → If YES: Complete J-2 Visa Request.

3. INFORMATION ABOUT THE VISA

VISA TYPE AND CATEGORY

See Additional Guidelines – J-1 Exchange Visitor Categories.

For J-1, check one: _____ SHORT-TERM Scholar (for research or teaching for 6 months or less)
 _____ Professor (for teaching for o qtg"j cp"6 months)
 _____ Research Scholar (for research or teaching when more than 6 months may be needed)
 _____ Specialist (Expert in specialized field observing/consulting/demonstrating skills for 1 year or less. Eqpvcev'KUU'ht'Cr r tqxcn)

Has the visiting scholar held J-1 Exchange Visitor or J-2 dependent status within the past 24 months? () YES () NO
 → If YES: Attach copies of all DS-2019 forms. (Exception: if extending UCSC J-1 scholar omit DS-2019 forms. They are on file in ISSS.)

Is the scholar currently in U.S. with J-1 sponsored at another institution and planning to transfer to UCSC? () YES () NO
 → If YES: Attach copies of I-94 departure record and all past and current DS-2019 forms. Copies of all DS-2019 forms required for Transfers.

Is the scholar currently in U.S. with any other nonimmigrant status? () YES () NO

If yes, what type? _____

→ If YES: Attach copies of all past and current I-797 Approval Notices and I-94 Departure Record.

Complete for TN only. Consult with ISSS in advance. This applies to certain Canadian and Mexican citizens only. In most cases use J-1 above for all nationalities.

Is the scholar currently in U.S. with TN status sponsored at another institution and planning to transfer to UCSC? () YES () NO

→ If YES: Attach copies of I-94 Departure Record and all past and current I-797 Approval Notices.

Does the scholar currently hold any other nonimmigrant visa or status? () YES () NO

If yes, what type? _____

→ If YES: Attach copies of I-94 Departure Record and all past and current I-20, DS-2019, or I-797 Approval Notices.

4. INFORMATION ABOUT THE APPOINTMENT/ACTIVITY

VISIT/APPOINTMENT: (Check one): _____ New Appointment _____ Extension _____ Transfer _____ Change of Status

Starting (month/day/year) _____ Ending (month/day/year) _____

UC Title: _____ % time: _____ Specific field: _____

SITE OF ACTIVITY: Will scholar participate in primary activity? () YES () NO

5. FINANCIAL SUPPORT

*The required minimum financial support is \$1800 per month for the scholar, \$1000 for a spouse and \$500 per month for each child.

*If sponsored by UCSC, J-1 program requests can only be made for the length of time funding is initially intended to be offered in Dean's offer letter.

→ *Written verification in U.S. Dollars and document certification form are required if financial support not provided by UCSC.

→ *Enter source and estimated amount in U.S. Dollars for entire period of appointment, or annual renewable amount. See Additional Guidelines.

→ Funded by UCSC _____ Amount \$ _____

() U.S. Government Agency _____ Amount \$ _____

() Scholar's Government Agency (specify) _____ Amount \$ _____

() Other (specify) _____ Amount \$ _____

() Personal Funds _____ Amount \$ _____

6. SIGNATURE AUTHORIZATIONS REQUIRED - After Signature A below, submit form to Divisional AHR Manager for Signature B. Divisional AHR Manager will send form to ISSS. By signing below, all parties agree that the undersigned possesses sufficient authority to sign on behalf of the University of California.

A. SIGNATURE of Dept. Chair, ORU Director or Principal Investigator DATE _____	B. SIGNATURE of Academic Dean or Official Designee DATE _____
NAME/TITLE	NAME/TITLE
UNIT/PHONE/MAIL CODE	UNIT/PHONE
DEPARTMENT CONTACT IF OTHER THAN ABOVE (name/phone/email)	

DOCUMENT CERTIFICATION FORM FOR J-1 SCHOLARS

TO WHOM IT MAY CONCERN:

I attest that the copies of the documents that I have submitted are *exact* photocopies of unaltered original documents. I understand that I may be required to submit original documents to an immigration, consular, or UCSC school official at a later date.

Name (print): _____

J-1 Scholar Signature: _____

Date (mm/dd/yyyy): _____

SAMPLE 5



HUMANITIES DIVISION
SANTA CRUZ, CALIFORNIA 95064

Date

Ms. Visiting Researcher
Home Address
Home City
Country

Offer of Appointment Letter

Dear Researcher **NAME**:

Acting on the recommendation of the Linguistics Research Center Director, Professor **Director Name**, I am pleased to offer you an appointment as a Visiting Research Scholar (without salary Junior Specialist), for the period September 17, 2013 through June 19, 2014. Professor Name will serve as your sponsor and mentor during this appointment. This is a courtesy appointment only and is made without salary. This appointment is pending receipt of your J-1 visa.

The title of Visiting Research Scholar has been established to give appropriate official recognition to individuals engaged either in independent research or in research under the direction of other researchers or regular faculty. You will have access to the University Library, an e-mail account a mailbox and shared office space.

The terms of this appointment DO NOT qualify you for university benefits. Any questions you may have regarding University of California benefit or your own eligibility should be directed to the Benefits Office at 831/459-2013.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. This courtesy appointment becomes effective upon completion and processing of all required employment forms. You will need to contact Judy Scarborough of the Humanities Division at (831) 459-2697 to schedule an appointment to complete these forms.

All visiting scholars are required to check in with the Office of International Education (OIE) so that we may verify status and validate arrival in the SEVIS database, as required by the Department of Homeland Security regulations. OIE is now offering J-1 Scholar Check-In meetings for all new J-1 visiting scholars on Wednesdays 11:00-11:45 a.m. in Room 107 Classroom Unit Building at UCSC. Please plan on attending the check-in meeting on the first Wednesday after your arrival.

We look forward to your affiliation with the Humanities Division and wish you success in your endeavors at UC Santa Cruz.

Sincerely,

William Ladusaw
Dean of Humanities

cc: Linguistics Research Center
Human Resources

**LRC VISITOR
Orientation Checklist**

Visiting Scholar Orientation Given by LRC Coordinator

- Tour of Stevenson:
Including Ling. Common Room, Grad students in The Cave, Stevenson Café, Fireside Lounge, etc.

- Introductions:
 - LRC Director – Donka Farkas (farkas@ucsc.edu)
 - Department Chair – Sandy Chung (schung@ucsc.edu)
 - Department Manager – Ashley Hardisty (ashleyh@ucsc.edu)
 - Undergraduate Coordinator – Susan Welsh (susanw@ucsc.edu)

- Keys / Office – get keys from LRC Coordinator

- Visitors Guide (see sample)

- Current Class Schedule
 - <http://linguistics.ucsc.edu/courses/class-schedule-view.php>
 - You are welcome to attend classes, but must first contact the faculty and ask permission.

- Maps of campus (provide hard copies)
 - UCSC Campus Map: <http://maps.ucsc.edu/>
 - Walking Map: <http://maps-archive.ucsc.edu/cdwalkingmap.html>

- International Scholar Helpful Websites
 - Ask LRC Coordinator for hard copy and emailed copy

- On-line resources:
Linguistics Website with Calendar of Events: <http://linguistics.ucsc.edu/>
Current Class Schedule: <http://registrar.ucsc.edu/soc/>
Linguistics Research Center: <http://linglabs.org/>
Institute for Humanities Research: <http://ihr.ucsc.edu/>
What's Happening at Santa Cruz (WHASC): <http://ohlone.ucsc.edu/whasc/?m=20130527>
International Educ. Office: <http://ieo.ucsc.edu/intl-scholars/resources/index.html>

- Events
Linguistics News & Events: <http://linguistics.ucsc.edu/news-events/news/index.html>
 - You are encouraged to fully participate in the department activities – classes, colloquium, meeting groups, conferences, etc.

- Bus Pass / Transportation information for UCSC & Santa Cruz area
Transportation and Parking Services (TAPS): <http://taps.ucsc.edu/>

Visiting Scholar Orientation Given by LRC Coordinator

- ❑ Humanities Building:
 - Judy Scarborough (make appointment in advance):
831-459-2697
jscarbor@ucsc.edu
Judy will provide you with a UCSC CruzID card and library card.
 - Anne Callahan: GLACIER paperwork, DS-2019
831-459-2429
annem@ucsc.edu

- ❑ Cowell College & Quarry Plaza

- ❑ Attend Your Mandatory ISSS Orientation

Scholars are required to attend their Orientation with ISSS the first Wednesday that they are in the United States. Scholars must check in at the [Classroom Unit Building, Room 101](#) at 11:00AM. Scholars are required to submit ORIGINALS and COPIES of the following legal documents at their Orientation:

- Passport
- Visa
- I-94
- **NOTE: Starting mid-May 2013, U.S. Customs will be phasing out the issuance of I-94 cards at the port of entry. Scholars can access their I-94 printout at www.cbp.gov/i94. Upon accessing your I-94 printout, bring a copy to Orientation.**
- DS-2019 form
- Proof of insurance that meets US Department of State Requirements
- Local address, phone number, email
- Original bank verification letter, if not funded by UCSC
- UCSC Appointment Letter

*J-1 scholars must submit the aforementioned documents for each J-2 dependent at Orientation as well.

If scholars are unable to attend their scheduled Orientation, they must [contact ISSS](#) immediately. Failure to attend the Mandatory Orientation may result in losing legal status, having to leave the U.S, being subject to deportation, and possibly barred from the U.S. for three years or longer.

ISSS is required to confirm that J-1 scholars have attended Orientation and submitted all legal documents in order to validate their record as legal within SEVIS. J-1 records

must be validated within 30 days of arrival into the U.S. or their exchange program will automatically terminate.

- ❑ ISSS: Foreign visitor check-in
<http://ieo.ucsc.edu/intl-students/new/visa-checkin.html>
 - You must bring the following visa documents with you to the meeting:
 1. Your passport and your original I-20 or DS-2019
 2. Photocopy of your F-1 or J-1 visa stamp in your passport
 3. Photocopy of the entry stamp you will be given in your passport by Customs at the Port of Entry. The stamp should be marked with "F-1 D/S" or "J-1 D/S"
 4. Photocopy of your passport identity page
 5. Photocopy of the 1st page of your I-20 or DS-2019 Form
 6. Print-out of your I-94 Departure/Arrival Form*
*Starting mid-May 2013, U.S. Customs will be phasing out the issuance of physical I-94 forms at the Port of Entry. Students can access their I-94 print-out at www.cbp.gov/i94 . For more information on I-94, please visit http://www.cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/
 - Medical Insurance information:
<http://ieo.ucsc.edu/intl-scholars/j1/forms/j1forms-determine-insurance.pdf>
 - Social Security Card information:
<http://ieo.ucsc.edu/intl-scholars/j1/forms/j1forms-socialsecurityguidelines.pdf>
- ❑ Time permitting:
 - Office of Physical Education, Recreation, and Sports (OPERS)
 - <http://opers.ucsc.edu/>
 - McHenry Library
 - <http://library.ucsc.edu/mchenry-library>
- ❑ Support provided during your appointment:
 - CruzID – obtain from Judy Scarborough (831-459-2697)
 - Library Card - obtain from Judy Scarborough (831-459-2697)
 - Access to:
 - Internet
 - Network Printer (in The Cave) and instructions for downloading the printer driver. Please contact Brianna Kaufman for help (bdkaufma@ucsc.edu).
 - Shared office space for:
 - Visiting Research Faculty: see LRC Coordinator for details
 - Visiting Scholars: Linguistics Grad-Student office space (The Cave)

Visiting Scholar Orientation

Given by LRC Coordinator

☐ Miscellaneous items:

- Housing Information (Contact Anne Callahan {459-2429} & see LRC housing list)
- Santa Cruz General Information (Do a Google search for Santa Cruz, CA)
- You will receive an email regarding your *donation* requirement in Fall Quarter.
- Departure Information email will be sent to you during Spring Quarter.
- Photo will be displayed on department photo board
- MUST check in with LRC Coordinator when:
 - Considering any travel outside CA
 - Offered payment for any academic activity

