



## **VISITING SCHOLAR INFORMATION**

### **Initial Inquiries**

If you are interested in becoming a visiting scholar or visiting graduate student at UC Berkeley, please review the information below covering Privileges, Requirements, Fees, General Information & Formal Application Procedures. For inquiries, please first contact the Center by e-mail, [asc@berkeley.edu](mailto:asc@berkeley.edu), copying the Center Director, Leonardo Arriola, [larriola@berkeley.edu](mailto:larriola@berkeley.edu). Please include the following information about your proposed visit: your credentials, research to be undertaken, proposed UC Berkeley faculty host (if you already have one), and time-frame. If we determine that we can accommodate your visit, we will issue an invitation to you to formally apply as outlined below.

## **PRIVILEGES, REQUIREMENTS, FEES, GENERAL INFORMATION & FORMAL APPLICATION PROCEDURES**

### **Privileges**

CAS visiting scholars are independent researchers while in residence at Berkeley. Visiting scholars enjoy full access to Berkeley libraries and electronic resources and receive an e-mail account for use during their stay. However, please note that the Center cannot provide office space to its visiting scholars.

Visiting scholars may be invited to present or otherwise take part in seminars or conferences organized by the Center, and they are welcome to attend all announced scholarly events on campus. Classroom participation as an auditor is subject to the approval of individual faculty members. All visiting scholars are asked to submit a final report on the outcome of their research affiliation, and CAS appreciates copies of publications or papers completed during a visitor's affiliation with the Center.

However, visiting scholars should be aware of the fact that they cannot represent the University of California, Berkeley, and are therefore not allowed to use UC Berkeley letterhead paper or

business cards. Visiting scholars should use the letterhead paper and business cards of their own university.

The extension of a visiting scholar appointment is possible but will be considered on a case by case basis.

## Requirements

**Income requirements for International Scholars:** International scholars on a J-1 visa must show proof that they have at least \$1,600 per month, plus \$500 per month for spouse, and \$200 per month per child. Except for visas obtained through the Fulbright and other sponsoring programs, the Center staff works with the [Berkeley International Office](#) to obtain visas for visiting scholars. The overall [process](#) for requesting a visa can take 2-4 months.

**Health Insurance Requirement:** All domestic and international Visiting Scholars on the UC Berkeley campus are required to have health insurance for themselves and all accompanying dependents. Visiting scholars are eligible to enroll in the UC Berkeley Visiting Scholar Benefit Plan (UCBVSBP), which is managed by Garnett-Powers & Associates (GPA). For detailed information and enrollment instructions, visit the University Health Services site <http://www.uhs.berkeley.edu/vspd/visitingscholar.shtml> and the UC Berkeley Visiting Scholar Benefit Plan site <http://www.garnett-powers.com/academics/ucb/index.htm>. Visiting scholars who would like to arrive with their own insurance plan must have coverage that meets the minimum levels required by the U.S. Department of State and UC Berkeley.

## Visiting Scholar Fees

The following two fees are required of all visiting scholars, international and domestic:

1.	University Service Fee - <i>paid upon arrival by all visiting scholars</i>	\$500
2.	Center for African Studies Administrative Fee	
	a. Visiting Scholars	\$1000
	b. Visiting Student Researchers	\$500

The following fees are incurred in the process of obtaining a J-1 Visa:

1.	DS-2019 processing fee	\$500
2.	Possible air courier fees (reimbursed to Center)	Approx.. \$75

The following are US Government Fees:

3.	Department of Homeland Security SEVIS processing fee	\$180
4.	U.S. Embassy/Consulate J-1 visa application fee:	\$160

Center administrative fees and DS2019 processing fee (if foreign applicant) must be paid before application process can begin. All fees are payable to 'UC Regents' except for US Government fees.

## **Other Information**

**Housing:** The Center for African Studies cannot assist visiting scholars with housing. There is no University-provided housing designated for visiting scholars. Many scholars who come on their own without families live at the [International House](#), an on-campus residence close to the Center. There is a slight chance that visiting scholars who are married or partnered and/or have children may be assigned an apartment by University Family Student housing in University Village Albany after all eligible enrolled UC Berkeley students are housed. For information and an application, please visit the following:

<http://www.housing.berkeley.edu/livingatcal/studentsfamilies.html>.

Additional housing-related information:

- [Typical Rent Ranges in and around Berkeley](#)
- [Ten House Hunting Tips](#)
- [Description of Berkeley Neighborhoods](#)
- [When to Look for Housing](#)
- [UC Berkeley Housing](#)
- [Craigslist.org](#) — Click on "Housing" > "East Bay"
- [Apartments.com](#) — Click on "California" > "San Francisco & Bay Area" > "East Bay"
- [Calrentals.housing.berkeley.edu](#) — Fee required. Click on "Faculty & Staff" service.
- [Renting housing from professors on sabbatical](#)
- [Berkeley-area hotels and motels](#)

## **List of Visiting Scholars**

A list of current and former visiting scholars can be found at:

<http://africa.berkeley.edu/people/VisitingScholars.php>

## **Formal Application Procedures:**

For inquiries, please first contact the Center by e-mail, [asc@berkeley.edu](mailto:asc@berkeley.edu), copying the Center Director, Leonardo Arriola, [lariola@berkeley.edu](mailto:lariola@berkeley.edu). Please include the following information

about your proposed visit: your credentials, research to be undertaken, proposed UC Berkeley faculty host (if you already have one), and time-frame. If we determine that we can accommodate your visit, we will issue an invitation to you to formally apply as outlined below.

The formal application includes the following:

1. **VSPA Form.** You do not need to sign the form, so please just send the Word file by e-mail.  
[Download Form as a Word Document](#)  
[Download Instructions](#)
2. **DS-2019 Request Form.** You do not need to sign the form, so please just send the Word file by e-mail. *(Not required for U.S. citizens or permanent residents)*  
[Download Form as a Word Document](#)  
[Download Instructions](#)

Please provide the following:

3. **Copy of Passport.** A copy of the biographical information and picture page(s) of your passport, and passports of any dependents (spouse or children under 21 years old) who will be joining you in the U.S. *(Not required for U.S. citizens or permanent residents.)*
4. **Proof of Funding.** The U.S. government needs proof that you have enough funds to live in the country as a visiting scholar (minimum \$1,600 per month for scholar, plus \$500 per month if you are accompanied by your spouse, plus \$200 per month per accompanying child). Applicants must submit documentation verifying and detailing funding for the entire period of their desired affiliation. If funding documentation is not in English, the applicant should provide a translation. *(Not required for U.S. citizens or permanent residents)*

**Funding may come from any of the following sources or a combination of them:**

- *Scholar's home institution* — If your employer will pay your salary while you are in the U.S., submit a letter from your employer stating your yearly salary in U.S. dollars and the dates of your visiting scholar term. The document can be a letter from your university Department Chair, Dean, or Rector/President on university letterhead verifying and detailing funding for entire period of desired affiliation.
- *A fellowship awarded by the applicant's home government or a recognized international organization* — Requires letter of support which details amount of funding, use of funds, and date to which funding is guaranteed.
- *Personal funds* — Requires a bank statement (translated into English and converted into U.S. dollars) or letter from bank detailing the total amount in savings available.

## Contact Details to Obtain Further Information

Visiting Scholar Program  
Center for African Studies  
342 Stephens Hall  
University of California  
Berkeley, CA 94720-2314  
[asc@berkeley.edu](mailto:asc@berkeley.edu)  
1:510.642.8338

<http://africa.berkeley.edu>

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<https://twitter.com/UCBAfrica>