

Visiting Scholar/Postdoctoral Fellow/Visiting Guest in-Residence (VS/VPF/VGiR) Approval Form

Check the appropriate category below¹:

Visiting Scholar (VS)

(Intended for terminal degree holders visiting AUS for the purpose of conducting research, providing workshops, or collaborating with AUS faculty on academic-related projects)

Visiting Postdoctoral Fellow (VPF)

(Intended for guests conducting research work under the supervision/mentoring of a faculty member, holding a recently-awarded doctoral degree, and appointed for a limited term of at most three years)

Visiting Guest in-Residence (VGiR)

(Intended for guests who are not holding doctoral degrees, but are conducting research or other work requiring access to AUS facilities, e.g. non-AUS undergraduate students contributing to the research of AUS faculty, doctoral students conducting dissertation research, research assistants, research administrators, international interns, etc.)

Fees payable to International Exchange Office (IXO)

- a. **AED 300 — VS/VPF/VGiR Application Fee.** Due once the form reaches IXO. Applications will not be processed until the fee is paid. The fee is non-refundable if the application is withdrawn or cancelled following payment.
- b. **AED 750 — VS/VPF/VGiR Refundable Deposit.** All VS/VPF/VGiR are required to provide a deposit that will be refunded if exit requirements have been completed and all university property has been returned undamaged. VS/VPF/VGiR must ensure cancellation of the AUS-sponsored visa and health insurance, return of the temporary ID card, office keys, books borrowed from the library and check out of the dorm unit (if applicable) before departure from AUS. Following submission and approval of the VS/VPF/VGiR Clearance Form to AUS Student Accounts, the deposit will be refunded to the bank account provided within 10 to 15 working days.
- c. **AED600 – IXO Activities Fee.** Charged to VGiRs living in the dormitories, enabling them to participate in the various outings and events that IXO puts on for study abroad students throughout the academic year. Only charged during the first semester they join the University.

Health Insurance is Mandatory

Health insurance coverage is mandatory in the UAE. If you do not have insurance and appropriate documentation, AUS will be unable to serve as a host.

Please ensure that all required documentation is attached with this information sheet. The list of required documentation is available at www.aus.edu/ixo/visitingscholars. **Fill all the fields on this sheet for timely approval. For any incomplete information, the form will be returned to your office for completion.**

Check the box if the VS/VPF/VGiR will not receive any form of monetary payment, such as a stipend or honorarium. For this type of visit, the form only needs approval from the Faculty Host, Head of Department, Dean, Director of International Exchange Programs, Vice Provost of Research and Graduate Studies, and the Provost.

VS/VPF/VGiR – Database Number (<i>internal for IXO use</i>)	VS#
VS/VPF/VGiR AUS ID no. (if you have one already, otherwise leave it blank)	
VS/VPF/VGiR – Full Name	
VS/VPF/VGiR – Home Institution	
VS/VPF/VGiR – Title/designation	
VS/VPF/VGiR – Email	
VS/VPF/VGiR – Mobile Number	
Are you an AUS Alumni?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a return VS/VPF/VGiR at AUS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Note: In all cases, these are individuals who are NOT being paid via HR at AUS, although they may be funded through research grants in some cases.

VS/VPF/VGiR – Other Oracle requirements for generating AUS ID/ setting you up in our system	- Civil Status Do not put N/A or not applicable; system will not accept it.	<input type="checkbox"/> Married	<input type="checkbox"/> Not Married
	- Religion	<input type="checkbox"/> Buddhism <input type="checkbox"/> Hinduism <input type="checkbox"/> Other	<input type="checkbox"/> Christianity <input type="checkbox"/> Islam
	- Nationality (issuing country of passport)		
	- Country of Residence		
	- Date of Birth		
	- Passport Number (attach a copy of the information page as well)		
VS/VPF/VGiR – Emergency Contact Information	- Name		
	- Relationship		
	- Telephone		
	- Email		
AUS Faculty Host – Full Name			
AUS Faculty Host – Department			
AUS Faculty Host – Email			
AUS Faculty Host – Mobile Number			
Cost Center either from Faculty Host's Department or Research Grant	Cost Center (mandatory for generating AUS ID)		
Specific Purpose of Visit (if necessary, attach a one-page explanation, no more than 200 words)			
Attach a short CV of the VS/VPF/VGiR			
Visit or Research Field/Category (tick the appropriate box)	<input type="checkbox"/> Humanities <input type="checkbox"/> Performing Arts <input type="checkbox"/> Architecture, Art or Design <input type="checkbox"/> Engineering and Technology <input type="checkbox"/> Social Sciences <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Life Sciences		
Duration of Visit (provide specific dates as contract and visa will be made accordingly as per this information)			
Potential for Media Exposure: Yes/No (if yes, provide an explanation of the significance of the visit and potential media venues)			

<p>Source of Funding. Supply complete fund/budget codes. Tick the appropriate box:</p> <input type="checkbox"/> AUS FRG (provide research name and AUS grant/fund number) <input type="checkbox"/> AUS-awarded External Research Grant <input type="checkbox"/> AUS School/College's Budget (provide cost center/account) <input type="checkbox"/> External Funding without association to AUS <input type="checkbox"/> Self-funded <input type="checkbox"/> Others	
Other Comments	

Fees and AUS Access - Complete all relevant fields in the table below

The host unit is responsible for ensuring that all appropriate items have been arranged and that all expenses have been negotiated and covered.

Item	Arranged by: - Dept./Faculty Host - self-arranged by VS/VPF/VGiR	Budget Code (if applicable)	Amount or Other Comments as Relevant
AED 300 VS/VPF/VGiR Application Fee due to IXO			
AED 750 – VS/VPF/VGiR Refundable Deposit due to IXO	VS/VPF/VGiR		Will be paid by VS/VPF/VGiR
AED600 – VGiR's IXO Activity Fee (if applicable)			
Stipend/Honorarium			
Housing			
Insurance Coverage (mandatory)			
Flight/Travel Arrangements			
Visa and Emirates ID Card If UAE Residence Visa is non-AUS sponsored, attach an NOC (No Objection Certificate). Contact ixo@aus.edu or ext. 4027 for assistance.			
Transport Fee for Depositing the Visa at the Airport (if applicable)			
Local Transport			
AUS Banner ID	IXO through Human Resources		
Office Space			
Office Extension Billing (if applicable)			
AUS ID or Temporary Gate Pass	IXO through Security		
Internet Access/ Email Account	Faculty Host		
Project Fee or any Associated Cost for Project Completion (specify if charge to VS/VPF/VGiR, research grant, etc. Note that IXO does not have a budget for this.)			

Other			
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Security Clearance: Please note that contract will not be issued before the clearance is obtained.

Check the box if security clearance is currently being processed.

Approvals	Name	Signature	Date
Faculty Host			
Department Head			
Dean			
Director International Exchange Office			
Director of Research			
Provost			
Chief Operating Officer (COO)			

Note: Submit the signed VS/VPF/VGiR Approval Form as per the below-listed schedule:

- 1) If visa will be arranged/sponsored by AUS (visa fee applies), submit the form **at least six weeks before arrival**.
- 2) If on-campus dorm will be arranged, submit the form **six months prior to arrival at AUS** (dorm is ONLY for students who are **not more than 25 years of age** and **subject to availability**)
- 3) Where the VS/VPF/VGiR will be paid a stipend/honorarium, submit the form **at least three months before** the VS/VPF/VGiR arrives at AUS or before his/her contract date starts.
- 4) If items 1 to 3 are not all applicable, submit the form **one month prior to arrival in AUS**.

After the last signatory signs this form, please return it to Dr. Linda Angell, Director, International Exchange Office, Main Building, Ground Floor, MG46 (ext. 4008, langell@aus.edu). Thank you very much!