

Visiting Guest-in-Residence (VGiR) Approval Form

Visiting Guest in-Residence (VGiR) are guests 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. VGiRs do not receive any funds from AUS and must provide their own funding. All VGiRs must prove health insurance coverage upon arrival.

**Fees payable to International Exchange Office (IXO)**

1. AED 300 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 The fee is non-refundable if the application is withdrawn or cancelled following payment.
2. AED 750 VGiR Refundable Deposit. All VGiRs are required to provide a deposit that will be refunded if exit requirements have been completed and all university property has been returned undamaged. VGiR must ensure cancellation of the AUS-sponsored visa, return of the temporary ID card, office keys, books borrowed from the library and check out of the housing unit (if applicable) before departure from AUS. Following submission and approval of the VGiR Clearance Form to AUS Student Accounts, the deposit will be refunded to the bank account provided within 10 to 15 working days.

# Candidate Information

Full Name (as per Passport) Email

Marital Status: Married Home Institution

No

AUS ID Number (if applicable)

AUS Alumni: Yes Emergency Contact: Name

Contact Number

Mobile Number

Single Country of Residence

Relation Email

# Faculty Host Information

Name

Designation/Department

Mobile Number Email

# Position Information

Duration of Visit (provide specific dates)

Specific Purpose of Visit (if necessary, attach a one-page explanation, no more than 200 words):

Visit or Research Field/Category (tick the appropriate box):

Humanities Social Sciences

Performing Arts Physical Sciences

Architecture, Arts or Design

Engineering and Technology

Life Sciences

Other:

Faculty Sponsor’s Cost Center

(*Note: No money will be charged; we require this only for the purpose of obtaining an AUS ID number.*)

*If applicable, please fill in exact stipend or honorarium and complete fund:*

Stipend/Honorarium Funding Source

AUS Visa Sponsorship: No, UAE visa is self-arranged

Yes, please charge visa fees to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachments Required

Passport copy Security clearance approval CV or resume of candidate

# Approvals

Name and Signature of Sponsor Date

Name and Signature of Sponsor’s Department Head Date

Name and Signature of Sponsor’s Dean Date

Signature of International Exchange Office Date

Signature of Provost Date

Signature of Chief Operating Officer Date

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| *IXO use only* |
| VGiR Ref. # | Date form received: |
| Security clearance approved: |   | Yes |   | No |   |
| Health insurance card received: |   | Yes |   | No |   |