

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)

- AED 300 (+5% VAT) 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 The fee is non-refundable if the application is withdrawn or canceled following payment.
- AED 750 VGiR Refundable Deposit. All VGiRs must 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)	<input type="text"/>		
Email	<input type="text"/>	Mobile Number	<input type="text"/>
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single	Country of Residence <input type="text"/>
Home Institution	<input type="text"/>		
AUS Alumni:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	AUS ID Number (if applicable) <input type="text"/>
Emergency Contact:			
Name	<input type="text"/>	Relation	<input type="text"/>
Contact Number	<input type="text"/>	Email	<input type="text"/>

Faculty Host Information

Name	<input type="text"/>	Designation/Department	<input type="text"/>
Mobile Number	<input type="text"/>	Email	<input type="text"/>

Position Information

Duration of Visit (provide specific dates)

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

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

☐

Humanities

☐

Performing Arts

☐

Architecture, Arts or Design

☐

Life Sciences

☐

Social Sciences

☐

Physical Sciences

☐

Engineering and Technology

☐

Other:

Faculty Sponsor's Cost Center/ORG

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

If applicable, please fill in the 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

IXO use only

VGIR Ref. #			Date form received:	
Security clearance approved:		Yes		No
Health insurance card received:		Yes		No