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)

a. 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 The fee is non-refundable if the application is withdrawn or cancelled following payment.
b. 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   Mobile Number

Marital Status: ☐ Married ☐ Single   Country of Residence

Home Institution

AUS Alumni: ☐ Yes ☐ No   AUS ID Number (if applicable)

Emergency Contact:

Name   Relation

Contact Number   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 ☐ Performing Arts ☐ Architecture, Arts or Design ☐ Life Sciences

☐ Social Sciences ☐ Physical Sciences ☐ Engineering and Technology ☐ Other: [   ]

Faculty Sponsor's ORG. number [   ]

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

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 HoD	**Date**

Name and Signature of Sponsor's Dean	**Date**

Signature of Vice Provost of UG Affairs and Instruction	**Date**

Signature of Provost	**Date**

Signature of Chief Operating Officer	**Date**