

17. Visiting Graduate Students (VGS) – Non-UC

A VGS is a pre- doctoral graduate student (PhD, MA, MS, MBA, or MD) pursuing research at UC San Diego related to their degree program at their home institution. The VGS must be enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California and be physically present at UC San Diego for the duration of the appointment. The UC appointment must serve an academic purpose for the unit in which they are visiting. (See [Full Policy](#)).

I. TITLES AND APPOINTMENT CRITERIA:

A. Non-Salaried Visiting Graduate Student - Visitor Graduate (WOS) Title Code 3730

A non-salaried VGS receives financial support for their visit from their home institution (grant, fellowship/scholarship) or personal funds. See “Compensation” below for support level requirements.

A non-salaried VGS does **not** receive financial support from their UCSD faculty sponsor.

NOTE: Non-salaried Visiting Graduate Students are NOT to be entered into PPS at this time.

B. Salaried Visiting Graduate Student - Junior Specialist Title Code 3329

A salaried VGS may receive partial or full support from their UCSD faculty sponsor via the Junior Specialist Title. Approval for this title must be requested in advance by submitting an appointment to the Graduate Division. See “Compensation” below for support level requirements.

For data entry guidelines, please see <http://grad.ucsd.edu/files/financial/PPS/visitinggrad.pdf>.

C. Terms of Service

VGS should normally be appointed for periods of no less than three months and may be appointed up to one year at a time. Appointments may be extended up to an additional year with a break in service for a total of two years maximum with appropriate justification. **Note that students with support extending beyond one year may be considered for an *initial* appointment of 2 years maximum. In this scenario, a letter from the Faculty Sponsor citing exceptional circumstances must be submitted with the application.**

II. COMPENSATION:

All VGS engaged in research activities at UCSD, and appointed for six months or less, must have financial support that meets the J1 visa requirement of \$2400 per month. All VGS appointed for more than six months must have financial support comparable to that available to UCSD graduate students enrolled in similar disciplinary programs for the duration of

their appointment. The source of support may come from their home institution (fellowship/scholarship or grant), personal funds, and/or salary from UCSD.

Please see the following chart for a list of financial support levels by degree major: [VGS Compensation Levels](#).

Regardless of the source of support, under no circumstances will the appointment of a VGS be approved if the student will receive support less than the minimum requirement for J1 visa holders. Under no circumstances should involvement of a VGS detract from financial support and/or resources that would be otherwise available to registered UCSD graduate students whether domestic or international.

An exception approval is required when a department is requesting a salaried VGS appointment above the amount paid to a registered UCSD graduate student in a comparable department.

NOTE: the maximum Junior Specialist monthly dollar amount for the purposes of calculating *percentage* of pay is \$3390/mo effective 7/2/17. Actual wages as reported in Timekeeping will be paid at \$19.48 per hour.

Salaried VGS are eligible for Workers' Compensation at UCSD if injured in the course and scope of their employment.

Workers Compensation coverage is not provided to a Non-salaried VGS.

III. VISITING GRADUATE STUDENT PROCESSING FEE:

Each Visiting Graduate Student (VGS) is **required to pay a \$100 nonrefundable processing fee**. This is a one-time fee that covers a period of stay up to 2 years.

An additional \$100 nonrefundable processing fee will be charged in the following instances:

1. The period of stay extends beyond 2 years
2. here is a > 30-day break in the appointment period and a new appointment packet is required

There are two options to pay the processing fee: 1) upon arrival at UCSD, the VGS may pay the fee directly at the UCSD Cashier's Office, or 2) the Sponsoring Department may pay the fee via UCSD recharge. **In all cases**, the Sponsoring Department must supply an index number when submitting the original VGS appointment to the Graduate Division.

The processing fee is due on the 15th of the month following the appointment start date. For example, if the appointment begins October 1, the fee must be paid no later than November 15. If the VGS does not pay the fee by the deadline, the fee will be automatically recharged to the Sponsoring Department. For this reason, it is imperative that Graduate Division is notified of any changes to the appointment period.

IV. APPLICATION PROCEDURE/APPOINTMENT PACKET:

All VGS must have a UCSD faculty sponsor who will host the visit. Prospective VGS should first contact the department chair or faculty with whom they would like to work and request an invitation. The host faculty and/or department are responsible for preparing and submitting the appointment packet three months prior to the visitor's arrival, in addition to preparing for the arrival (arranging for office space, if applicable). **VGS may not enter the lab or university facility without an official approved appointment.**

The appointment submission process for the VGS is through the Visiting Graduate Student Appointment System (VGSAS). VGSAS is an online administrative portal and database.

To request Department Administrator access to VGSAS, an authorized individual (MSO) must send an e-mail to vgcoordinator@ucsd.edu. Once authorized, the Department Administrator will have the authority to assign users and user roles for the Sponsoring Department.

The link to VGSAS may be found here: <https://vgs.ucsd.edu>. A user's manual can be found under the heading Documentation at this link. In addition, if you would like to be added to the Visitinggradstaff listserv, please email vgcoordinator@ucsd.edu.

The following documents will be required to be uploaded in VGSAS as a condition of the VGS appointment approval process. **All documents must be in submitted in English.**

Initial Appointment

1. [UC Patent Acknowledgement/Oath*](#)
2. Current Curriculum Vitae
3. Current Proof of Registration (i.e. copy of current transcript or letter from home institution) as a graduate student (PhD, Masters, or MD)
4. Proof of Health Insurance, submit a **copy** of the completed UCSD International Center "[Form C: Health Insurance Memorandum of Understanding](#)"
- 5.

* The Patent Acknowledgement Form with original signatures should be submitted. Please note that the Patent Acknowledgement Form may be uploaded through VGSAS in lieu of the original in order to expedite the review process, and under the condition that the original form will be submitted as soon as the visitor arrives. The original form must be submitted no later than 30 days after the appointment begin date to prevent delay/denial of future appointments. For non-salaried appointments, forward the original document complete with VGS and witness signatures to VGS Coordinator at MC 0003. For salaried appointments, forward the original completed document with required new hire paperwork to Payroll at MC 0952.

For International Visitors: Appointment material should be submitted at least 3 months in advance of the start date, and earlier for international visitors who require a visa. Once the VGS Appointment Form has been approved, the sponsoring department or ORU will submit the appropriate visa paperwork to the International Center at [International Center](#). International students coming on F1-STEM should also note the new F-1 STEM OPT Extension Protocol below.

Upon arrival, an approved visiting graduate student may obtain a UCSD Campus ID Card. Information on how to obtain a UCSD Campus ID Card is available on the Blink web site at [Blink website](#).

Export Control

Before agreeing to host a VGS from a foreign country, please review the information from the UCSD Export Control Office. That office can provide further guidance if there is a specific concern. <http://blink.ucsd.edu/sponsor/exportcontrol/>

V. APPOINTMENT EXTENSION:

The appointment extension process for the VGS is through the Visiting Graduate Student Appointment System (VGSAS).

The following document is required when the VGS/Sponsoring Department is requesting an appointment extension:

- **Current** proof of registration and/or transcript from the home institution
- **Exception letter (if applicable)**

F-1 STEM OPT extension: New regulations governing the F-1 STEM Optional Practical Training (OPT) extension are in effect **as of May 10th, 2016**. In order for UC San Diego to either continue to employ or hire new F-1 students during their STEM OPT period, the institution must meet new requirements. Students will be responsible for alerting their departments to their need for STEM extension support, and departments will have to decide to either meet these new requirements or sponsor students in an alternative visa classification that provides work authorization. For more information, see: <http://blink.ucsd.edu/HR/supervising/hiring/staff/f1-stem-opt.html>

VI. HEALTH INSURANCE:

It is required that all VGS have health insurance coverage 24 hours a day, including time spent at UCSD conducting research.

Effective September 1, 2014, this requirement must be met 1) through the UC San Diego Visiting Scholar Benefit Plan offered by Garnett-Powers, 2) through another insurer or 3) be provided by the student's home country.

To enroll in the Plan offered by Garnett-Powers, visit <http://clients.garnett-powers.com/vs/ucsd/> or call toll free 1-888-441-3719. Note: The VGS appointment must be approved by the Graduate Division prior to enrollment in the Plan.

If the VGS has other insurance, certain requirements must be met to waive the UCSD Plan. If the VGS is international with his/her own coverage, that coverage must also meet these standards that meet or exceed the J-1 Visa requirements, as well as provide this same coverage to the

student's eligible dependents. The minimum levels of coverage that must be offered through the student's own insurance can be found on Form C at: <http://ifso.ucsd.edu/files/ifso/FormC.pdf>.

If the student's insurance meets these requirements, he/she may request a waiver (to decline coverage) for the Plan. **Instructions on how to submit a waiver can be found here:** <http://clients.garnett-powers.com/vs/ucsd/waiver/>.

VII. PPS INSTRUCTIONS

IMPORTANT CHANGES AFFECTING JUNIOR SPECIALISTS

The Department of Labor has issued new guidelines, effective December 1, 2016, affecting Junior Specialists. Details can be found at: <http://blink.ucsd.edu/go/bwconversion>.

To summarize, the federal Fair Labor Standards Act regulates overtime pay and outlines specific criteria for employees to be exempt from overtime. To comply with the revised regulation, UC reclassified certain job titles as nonexempt and eligible for overtime including Junior Specialists.

IMPORTANT: Salaried VGS (Junior Specialists) were converted to bi-weekly pay and will need to begin reporting hours in MyTime starting with the 11/20/16 pay period.

1. Ensure that your salaried VGS are set up with a UCSD email account, which is required for access to MyTime.
2. Once VGS have a ucscd email account, inform your VGS to go to the following link so they may obtain access to UCSD Business Systems. They will need to register here to obtain access to MyTime: <http://blink.ucsd.edu/technology/network/access/business-systems/access.html#>.
3. Add the Timekeeper Code to PPS on the EPER screen and assign a Supervisor in MyTime for each salaried VGS and notify your Faculty Sponsors/Supervisors of the new requirements for timekeeping.
4. Go over the Timekeeping processes with VGS and Supervisors including reviewing the assigned workload/appointment percentage as well as the policies for working overtime and the need to obtain advance approval for overtime.
5. Enter any new Junior Specialist appointments in PPS with the new title code 3329 starting 11/20/16.

Salaried Visiting Graduate Student – Junior Specialist Title Code 3329 PPS entry:

1. Complete new hire paperwork as outlined in Chapter 5.
2. Complete new hire bundle
Please note on the EPD1 screen the Student Status should be “1” = not registered
3. Appointment/Distribution:

APPOINTMENT LINE

Type: 5

Basis: 11

Pd Ovr: 12

Appt Begin: See Application

Appt End: See Application

Dur: Blank

F/V: V

Annual rate: 19.48

Rate Code: H

Pay Schedule: BW

Time: A

Dept Funding source: 6-digit dept. code number

% Full: See Application. Percentage is based on approved comparable department support level divided by \$3,390. See VGS Compensation Levels at:

<http://grad.ucsd.edu/files/visiting-scholars/VG%20Compensation%20Levels.pdf>.

Lv: Enter as applicable. **NOTE: Leave accrual code “M” reverts back to “D” on 11/20/16.** Academic personnel appointed on a fiscal-year basis for 6 months or more at 50 percent time or more accrue vacation leave. Non-student academic appointees accrue sick leave credit provided the appointment is at 50 percent or more time. See APM for further details at:

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-730.pdf>

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-710.pdf>.

DISTRIBUTION LINE

Index: Fund source index

Dist %: See application. Percentage is based on approved comparable department support level. See VGS Compensation Levels at <http://grad.ucsd.edu/files/visiting-scholars/VG%20Compensation%20Levels.pdf>.

Pay will the Begin: See appointment

Pay End: See appointment

Sub: 2

Amount: 19.48

Step: 2

DOS code: REG

See example on next page.

BI-WEEKLY JUNIOR SPECIALIST EXAMPLE
EFFECTIVE 7/2/17

(EAPC) **NEW JUNIOR SPECIALIST BI-WEEKLY APPOINTMENT:**

Type: 5 Basis 11 Pd Ovr 12 Begin Date 7/2/17 End Date Dur: (blank) Hiring Dept Code
(Apt End date)

Title Code 3329 %Full F/V V Ann/Hr Rate 19.48 Rt H Sch BW Time A Lv M reverts back to D
(varies) (varies)

DISTRIBUTION:

Index MYFUND Sub 2 Dist % Beg Date 7/2/17 End Date Step 2
(varies) (Apt End date)

Amount 19.48 DOS_REG

(EPER)

BELI Effective Date:

Date of Hire: Original Date of Hire

Home Dept Code: Timekeeper Code: **ADD YOUR DEPT CODE**

BI-WEEKLY JUNIOR SPECIALIST EXAMPLE
FOR THE PERIOD 11/20/16-7/1/17

(EAPC) **JUNIOR SPECIALIST BI-WEEKLY APPOINTMENT:**

Type: 5 Basis 11 Pd Ovr 12 Begin Date 11/20/16 End Date 7/1/17 Dur: (blank) Hiring Dept
Code (Apt End date)

Title Code 3329 %Full F/V V Ann/Hr Rate 19.18 Rt H Sch BW Time A Lv M reverts back to D
(varies) (varies)

DISTRIBUTION:

Index MYFUND Sub 2 Dist % Beg Date 11/20/16 End Date Step 2
(varies) (Apt End date)

Amount 19.18 DOS_REG

- 1) BELI Code (EPER Screen): If appointed at 43.75% time or more will qualify for UCSD benefits. See BELI Code Chart for Benefits Eligibility:
<http://blink.ucsd.edu/finance/payroll/processes/eligibility.html#1.-Determine-the-employee%27s-BEL>

Visiting Graduate Students may “Opt Out” of benefits if covered by home institution. Complete the UPAY 850 Form: <http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf>

- 2) **SEPARATION GUIDELINES:** See Chapter 7. Review APM 730 and 710 for information regarding how to handle terminal vacation and sick time.