1. Department initiates request at least 3 months in advance of the start date for domestic scholars and 6 months in advance for international scholars. The request is made by providing the “Visiting Scholar/Student Researcher Request Form” with the following information:
   - Start date
   - End date
   - Purpose of visit
   - Will visitor receive stipend?
   - Indicate who is responsible for the fees (campus, visa fees, etc.)
   - PI and requestor signatures
   - Draft invitation letter

2. Once we receive the request, CSS will notify scholar of needed documentation:
   - Proof of funding
   - CV
   - Proof of health insurance
   - Provide information regarding housing in the bay area
   - Notify scholar of any applicable fees (visa, campus and Fedex)
   - If applicable, let the scholar know our Visa unit will be contacting them

3. CSS will complete an invitation to the scholar in Gateway, the VSPA (Visiting Scholar Postdoc Affairs Program) application system. Gateway will send an email to the scholar asking him/her to provide their personal information. After the scholar’s information has been received, CSS prepares an official letter of invitation and submits it to VSPA for approval. Once the letter has been approved by VSPA, a copy is sent to the scholar. The VSPA letter contains information on paying fees (if the scholar is paying fees), orientation, campus benefits, and email set-up for UCB, etc.

4. If a visa is needed, the CSS-HR Service delivery team will initiate the request to bring the CSS Visa team into the process. The Visa team will reach out to the scholar and begins the process that culminates in the issuance of the DS2019.

5. After the DS2019 has been processed and sent to the scholar via FedEx, the CSS Visa Team will contact the scholar to determine the actual date of arrival. The First Contact Team will provide onboarding information to the scholar.

6. If the department is funding the fees, the IOF form will need to be submitted to VSPA for processing (scholar ID will be needed and chart string).