

## **Instructions for Form**

**Save the form and use it as a master form.**

**Print page 1 and then reinsert the page to print page 2 on the back of the form. The form is considered to be incomplete and cannot be approved without including the information found on page 2.**

# THE UNIVERSITY OF ALABAMA

## APPLICATION FOR VISITING SCHOLAR OR VISITING STUDENT STATUS

Name: \_\_\_\_\_ SSN/CWID (if none, leave blank): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

U.S. Citizen/National ;  U.S. Permanent Resident ;  Other (Non-U.S.): \_\_\_\_\_

Applicant's Permanent Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Name of Parent Institution: \_\_\_\_\_

Status While Visiting UA (check the appropriate block):

Faculty Member on Sabbatical Leave

Faculty Member on Leave of Absence

Student

Other (specify status): \_\_\_\_\_

UA Host Department/School: \_\_\_\_\_

Dept. Contact (please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please state the academic purpose of the visit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates registered as Visiting Scholar or Visiting Student:

From: \_\_\_\_\_ to: \_\_\_\_\_

Application is hereby made for registration of the above-named person as a Visiting Scholar or Visiting Student at The University of Alabama. The applicant is eligible for such registration as defined on the reverse side of this form and is aware of the privileges available to such registrants.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Unless I have marked through this statement and put my initials beside it, I voluntarily permit The University of Alabama to use my social security number only as an identifier for its internal record keeping and data processing operations.*

# THE UNIVERSITY OF ALABAMA

## VISITING SCHOLAR OR VISITING STUDENT

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An approved Visiting Scholar or Visiting Student (not enrolled at UA) at The University of Alabama (UA) is entitled to certain privileges and access to certain facilities for the duration of the visitor's stay at UA. These privileges include an official UA ACTion Card, a campus identification card which allows for use of UA libraries without charge; eligibility to purchase employee campus parking permits (if available) at the established rate; and, eligibility to use gymnasium and recreational facilities on a space-available basis upon payment of any required fees.

If an invention or discovery is made by the Visiting Scholar or Visiting Student at UA, the invention or discovery shall be owned as follows:

- Intellectual Property (IP) invented or discovered solely by the Visiting Scholar or Visiting Student and not utilizing or incorporating background IP owned by UA shall be owned by the Visiting Scholar or Visiting Student and is not subject to disclosure to UA.
- IP jointly invented or discovered by the Visiting Scholar or Visiting Student and an employee of UA or invented or discovered solely by Visiting Scholar or Visiting Student using background IP owned by UA shall be jointly owned by UA and the Visiting Scholar or Visiting Student. Disclosure of the IP shall be made in accordance with UA IP policies and procedures.

A Visiting Scholar or Visiting Student is **not** eligible to participate in the retirement and insurance benefits plans that are only available to regular UA employees, or to make use of student services such as the Student Health Service and group insurance plans for which students pay fees; nor eligible to take UA courses for credit without payment of appropriate tuition and fees.

A Visiting Scholar or Student is expected to conform to the policies and standards of behavior which govern all UA Staff and Faculty employed at The University of Alabama. Visiting Scholar and Student's affiliation with The University of Alabama is at-will, and a Visitor does not necessarily have the same protections or options for appeal of disciplinary actions or separation that is the result of violation of UA policies and standards. For reference, please see the HR Staff Handbook [https://hr-estus.fa.ua.edu/HRFormsOnlinePub/HR%20Forms%20%20Online/Staff\\_Handbook.pdf](https://hr-estus.fa.ua.edu/HRFormsOnlinePub/HR%20Forms%20%20Online/Staff_Handbook.pdf) and Faculty Handbook <http://facultyhandbook.ua.edu/>.

Eligibility for Visiting Scholar or Visiting Student status is limited to those who (1) are **not** on the UA payroll as an employee in any capacity and (2) are visiting UA under the sponsorship of an academic department or school for the furtherance of scholarly interests. Visiting Scholars may include faculty members on leaves of absence from another institution of higher learning, postdoctoral fellows, or others who hold a terminal degree in their field and are invited to visit by a UA department or school.

**Note:** If access to the University Libraries and is desired for the visitor, a "New Faculty/Staff Setup" Form must be prepared by the sponsoring department and submitted to Human Resources for processing into the Banner system. [http://payroll.ua.edu/forms\\_guides.html#newsetup](http://payroll.ua.edu/forms_guides.html#newsetup)