Procedures for Inviting Visitors to the Department of Mathematics: Effective September 1, 2019

Visitors to the Math Department who will stay at UCI for longer than 30 days and all visitors who will require a visa are required by UCI to have appointments processed. This paperwork takes time to process, and to properly prepare your visitor's arrival, the Math staff requires lead time. Please note that the department currently has a severe shortage of office space, and visitors may not be guaranteed space. Office space will be offered on a first request first served basis.

Lead time required

Visitors who will stay at UCI longer than 30 days and do not need a visa: Math department must be notified at least 45 days before start

Visitors who will stay at UCI less than 30 days and do not need a visa: No lead time is required but please notify the Math department ASAP if you are requesting office space for your visitor

J-1: Math department must be notified at least 90 days before expected program start

H-1B: Math department must be notified at least 8 months before start

F-1 OPT/Permanent Resident/Citizen: Math department must be notified at least 45 days before expected program start

These deadlines are created to allow for processing time within the Department of Mathematics, Intercultural Center, Dean's office, and U.S. Consulate/Embassy. The sooner the Math department is made aware of an incoming visitor, the better prepared we can be for his/her visit. This includes requesting visa documents, processing hiring paperwork, and arranging for work space and credentials.

For visitors requiring visas: please email Stacy as soon as possible to determine appropriate job titles, visas, and arrival times. Some visas have specific requirements regarding employment duties and salary. Any edit to program dates on visa paperwork requires updated paperwork to be sent to the International Center, along with additional processing fees (double work = double payment). So, it is very important that we work together to determine an appropriate program start date.

Procedures
If faculty plan to invite a visitor who will be at UCI for more than 30 days or any visitor who requires a visa to the Department of Mathematics, first send an email to the chair and copy Stacy with the following information:
-   Scholar's CV
-   A few sentences (in laymen's terms) about what scholar will be doing while at UCI
-   Proposed program dates (start/end dates)
-   Proposed position
-   Proposed salary (if any)
Chair then approves of the visit via email and copies Stacy on his response

Stacy will email document requests to scholar and faculty host

We will do what we can to accommodate program start date requests. Last minute requests will not be prioritized.

This policy is designed for the Math Department to comply with the follow UCI policies:

Visiting Appointments (APM 230)
Professional Research Series (APM 310)
Specialist Series (APM 330)