Completing a Request for Visiting Scholars/Professionals and Volunteers

Here is the link to the Request for Visiting Scholars/Professionals and Volunteers policy: Request for Visiting Scholars/Professionals and Volunteers

> ***Only* the host or inviting/sponsoring faculty member is eligible to complete and submit this request, as per federal guidelines.**

Following are the steps required in order to submit your Visiting Scholar/Professional and Volunteer Request:

1. Go to Request for Visiting Scholars/Professionals and Volunteers
You can also get to it by going to My Dashboard (https://my.binghamton.edu/page/main/mydashboard)
You will be brought to this page. **Click on "Other", then go down the list to click on "Provost Office E-forms"**

2. **Once you click on "Provost Office E-**Forms, you will see five tabs at the top.
Select the last tab: **"Request for Visiting Scholars/Professionals and Volunteers" tab:**
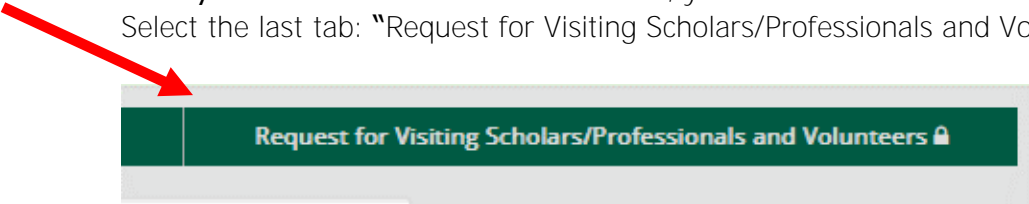
Completing a Request for Visiting Scholars/Professionals and Volunteers

Requestor Information

Phone Number/ Department Contact Number

☎ +1

Department/Unit*

This form is being submitted by:
Name:
BNumb
Email: c

Required Documents

Visitors with US Citizenship status or US Permanent Residency status:
- Current Resume/CV
- Written request for volunteer/visiting scholar/professional status

Visitors with International status:
- Current Resume/CV
- Written request for volunteer/visiting scholar/professional status
- CITI Certification
- Completed DS-2019 Request Form (DS-2019 Request Form Instructions), copy of scholar's passport biographical page, and proof of funding

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Required Documents: *It is suggested that you review the list and gather the required documents before completing this form.*

Visitors with US Citizenship status or US Permanent Residency status:
- Current Resume/CV
- Written request for volunteer/visiting scholar/professional status
- *The written request should include:*
    - o Information about the background of the individual related to their participation in campus activities
    - o A detailed description (what, when, where, with whom) of duties that are expected for the individual while associated with Binghamton University;
    - o Plans for required training (health and safety, campus procedures, campus policies)
    - o Details for how required resources will be provided for the volunteer/scholar/professional;
    - o Details about the value that the individual brings to the University, and the associated Department.
    - o Plan for the supervision of the individual (who, what, how) to ensure their safe and productive participation while part of our campus.
    - o Plans for managing export compliance, as necessary (see: Export Control)

Visitors with International status: *Please Note: If the Visitor Status is International, upload a single pdf that includes the completed DS-2019 request form, copy of the scholar's passport biographical page, proof of funding, and a copy of the passport biographical page(s) for any dependent(s), if applicable.*
- Current Resume/CV
- Written request for volunteer/visiting scholar/professional status *(see above list for what to include)*
- CITI Certification *(see page 3 for the link and more information)*
- Completed DS-2019 Request Form (DS-2019 Request Form Instructions), copy of scholar's passport biographical page, and proof of funding
- A copy of any dependent's passport biographical page, if applicable.

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Under "Requestor Information" - Complete the information requested, being sure to utilize the drop down arrows to make the correct selection:

a) **Under "Phone Number/Department Contact Number" e**nter your contact number.

b) **Under "Department/Unit" u**se the drop-down arrow to make the correct selection. (this is a required question)

Under the "Request Information" section:

c) **Under "**Purpose**" use the drop**-down arrow to select the correct category. (this is a required question)

d) **Under "Reason" use the drop**-down arrow to select the correct reason**: "Renewal" or "New Request"**

e) Under **"Requested Begin Date"** select the date they will be on campus. (this is a required question)

f) Under **"Requested End Date"** select the date they leave campus. (this is a required question)

g) Under **"Request Brief Summary"** Please provide a brief summary of the visit/volunteer effort. (this is a required question)

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Under the "Prospective Visitor Information" section:

h) Under **"Is the Prospective visitor a previous Binghamton University** student/staff/faculty/employee/ volunteer?**" Use the drop**-down arrow to select the appropriate response - Yes/No. (this is a required question)

i) Under "Phone" enter the phone number of the visitor. (this is a required question)

j) Under "Visitor Legal Address" enter the legal address of the visitor. (this is a required question)

k) Unde**r "Visitor Status" use the drop**-down arrow to select the appropriate status: U.S. Citizen, U.S. Permanent Resident, or International (foreign national). (this is a required question)
   **If you select "International (foreign national)", an additional question will appear:

If you have not had this training within the past four years, click on the link for more information regarding CITI Training. (this is a required question)

l) Under "Campus Title" u**se the drop-down arrow to select one of the options. **If you select "Other," a box** appears for you to enter a campus title.

m) **Under "**Expected Duties**"** select all that apply. (this is a required question).

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Resources Requested

Please specify the resources needed, which will be provided by either the department or the requestor.

Please select all that apply*
- ☐ Office (Please explain)
- ☐ Phone
- ☐ Email
- ☐ Laboratory Space (Please explain)
- ☐ High-performance computing
- ☑ Computer (Please explain)
- ☐ Software (Please explain)
- ☐ Access to chemicals/ gases
- ☐ Office supplies
- ☐ Instrumentations/ shared facilities (Please explain)
- ☐ Library resources (books/database/journals/etc.)
- ☐ Research foundation/grant submission
- ☐ Practice space
- ☐ Copying
- ☐ Exhibition space (Please explain)
- ☐ Training (Please explain)
- ☐ Other (Please explain)

Please explain the selections*

If you do not provide all the details regarding your selections, additional information will be requested, and your request will be delayed.

Under the "Resources Requested" section:

n) Please specify the resources needed. <mark>These must be provided by either the department or the requestor.</mark> Please select all that apply – if when you select one, a new box appears, **"Please explain the selections*"** you must enter the details or your request will be delayed. This information is required in order to proceed through the approval process.

Required Documents

✎ Current Resume / CV*

✎ Please upload the written request for volunteer/visiting scholar/professional status.*

The written request should include:
- Information about the background of the individual related to their participation in campus activities
- A detailed description (what, when, where, with whom) of duties that are expected for the individual while associated with Binghamton University;
- Plans for required training (health and safety, campus procedures, campus policies)
- Details for how required resources will be provided for the volunteer/scholar/professional;
- Details about the value that the individual brings to the University, and the associated Department.
- Plan for the supervision of the individual (who, what, how) to ensure their safe and productive participation while part of our campus.
- Plans for managing export compliance, as necessary (see: Export Control)

✎ Attach Dean's Letter

Please upload the letter

Under the "Required Documents" section:

o) **Under "Current Resume/CV" click on the drop**-down arrow and **click the "Upload New File" button**. Go to the resume/cv file and **click "Open."** You should see the file name in the box. (this is a required field)

p) **Under "Please upload the written request for volunteering/visiting scholar/professional status" click on** the drop-down arrow and **click the "Upload New File" button**. Go to the appropriate file and click **"Open."** You should see the file name in the box. (this is a required field). *Please be sure this request contains the items **listed under "T**he written request should include:"*

q) **Under "Attach Dean's Letter" – the Dean's office will take care of** this action – no action on your part is required in order to submit this request for this question only.

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Under the "Approvals" section:

r) **Under "School,"** **use the drop**-down menu to select the appropriate school (Institutes should select **"Office of the Provost"**) (this is a required field)

s) **Under "**Your Supervisor (Department/Unit Chair/Director)*" **type in the** name of the appropriate person (this is a required field)

t) Click on the box next to **"By submitting, I agree to supervise the requested individual…"**

u) Review the entire form, making sure that you have attached all required files.

v) C**lick on the "Submit" button to submit** this request for processing.

After the Form is Submitted

Once you have submitted your Request for Visiting Scholars/Professionals and Volunteers, you will receive an email stating that it has been submitted for approval. It will follow the approval path of Department Chair (if **applicable), Dean's office,** and then **Provost's office**. If it involves a foreign national, it will also be sent to ISSS for approval and the creation of a DS-2019 for J-1 scholars. Upon approval, it goes to Human Resources for processing. Once approval for your request to appoint a Visiting Scholar/Professional or Volunteer is granted, the appointing department must submit an HR transaction form with all of the appropriate appointment and personal information. More information can be found here: Volunteers. Failure to complete this step will result in a delay in access to campus services (ID card, parking pass, email, etc.) for the Visiting Scholar/Professional or Volunteer.

At any point, an approver may request an update and resubmission, or could deny the request. Upon completion of the review process, an email will be sent acknowledging the status (approval or denial) and noting any conditions. Once Human Resources marks it as **"proc**ess**ed" it is complete.** You will receive email notification. This email will include a link to this workflow.

Making Changes to the Form

If any changes are needed to the Visiting Scholars/Professionals and Volunteers request, i.e., change of timeframe, rescinding request, etc., please go back into the site and update the information. You can go back into the last email notification and click on the link provided in the email.

You can also use this link: https://my.binghamton.edu/workflows, and look for the correct workflow.

You can also go to the my.Binghamton.edu, click on the bell in front of your name in the top green banner, **then click on the "My Workflows" tab. Once** you have found the correct workflow, click on **the green "Update and Resubmit" button, to make the changes and resubmit the request.** It will go through the same approval process as the original submission.