

Visiting Scholar – WACD Admissions FAQs

Visiting Scholar inquiries – Information/materials to submit for review

Visiting Scholars at UCLA must be appointed officially through Graduate Division. Departments submit appointment materials to the Academic Services Office, 1255 Murphy Hall, mailcode 142801. SEE link to “Processing Check List” for comprehensive overview of procedures and paperwork: <http://www.grad.ucla.edu/gss/postdoc/pdcklist.pdf>

The applicant should submit the following information to the department:

1. Proposed work/statement of objective while at UCLA, WACD
2. Proposed faculty sponsor
3. CV
4. Supporting materials (research paper; publications; choreography [DVD] samples)
5. Demonstrated financial support by identified agency(ies) – transportation, housing, living expenses; including visa application fees, etc.
6. Demonstrated facility in English

Sponsoring faculty:

1. Willingness to host/mentor the visiting scholar
2. Help find housing if needed
3. Regular contact with visiting scholar during residency
4. Develop work plan with visiting scholar while in residency (e.g., attend specific classes; provide a presentation; etc.)

Department responsibility:

1. Review proposed visiting scholar(s) – merits based on proposed work, CV, faculty sponsorship; potential to contribute to the department’s program(s).
2. Chair’s letter of invitation (if approved)
3. Completion of Visiting Scholar paperwork “Appointment Form”
4. If sponsoring an international scholar, the department is responsible for requesting the appropriate visa through the [Dashew Center for International Students & Scholars](#) (needs several months lead-time.) (WACD Academic Personnel staff)
5. The department applies online for a [BruinCard](#). Select Forms and then select Affiliate/Guest Request Form.
6. Provide office space and computer access if possible (shared space with faculty sponsor or the lecturers’ office, room 185)

Graduate Division reviews the appointment and maintains a record of the scholar. Upon approval by Graduate Division, the appointed Visiting Scholar and the department receive an electronic approval letter and confirmation email.

- Important: The Visiting Scholar is required to meet health insurance requirements by enrolling in or waiving out of the [Visiting Scholar Injury and Sickness Insurance Plan](#).