

University of Chicago Visiting Scholar Application Requirements

- The Visiting Scholar must **hold an academic appointment** within his/her home institution (i.e. assistant/associate professor, professor, lecturer, instructor, reader, or other foreign equivalent.)
- The Visiting Scholar must have a **faculty sponsor at the University of Chicago** who agrees to oversee the period of visitation and who will be responsible for guiding and monitoring the training of the individual.
- The faculty sponsor must present **programmatic justification for the visit.**
- The Visiting Scholar may visit for **no more than one year.** Extensions may be requested but approval is not assured.
- Application for the Visiting Scholar **must be received at least 16 weeks in advance of target start date.**
- Appointment may be terminated by Sponsoring Faculty for failure to meet training goals.

Completed	Pre-Application Materials
	CV
	One-page proposal from sponsor

	Application Materials to Send After Pre-Application is Approved
	Signed Visiting Scholar Agreement Form
	Copy of Medical License
	Letter from chair of department at home institution that states that the visitor: <ul style="list-style-type: none"> • Has permission to leave (state proposed time frame) • Will return to home institution after completion of project • Has language proficiency in English
	Letter from faculty sponsor to departmental chair that states: <ul style="list-style-type: none"> • Name of candidate • Proposed start and end dates of training • Description of training/mentoring commitment and terms for evaluation
	5-point letter (if visitor has a medical degree) – OAA website
	Proof of funding support (if funding source is home institution, then this can be stated in letter from chair)
	Proof of personal health insurance
	Proof of HIPAA compliance (can be completed upon arrival in US)
	Copy of passport
	DCFS Form
	Patent Agreement Form

Please see the website for the Office of Academic Affairs and fill out the application at the following link:

adminet.uchicago.edu/adminforms/downloads/Agreement_for_Visiting_Scholar.doc