***Visiting Scholar/Visiting Graduate Student* Procedures for Academic Units**

**October, 2013; revised October 2015**

**Overview**

Prospective hosting academic units are now able to independently initiate and administer ‘Visiting Scholar’ and ‘Visiting Graduate Student’ status for new and renewing eligible individuals. This involves entering and maintaining information about new Visiting Scholars and Visiting Graduate Students in your units into the **M-Community Sponsor System** and coordinating the credentialing process as described on the [Visiting Scholars and Visiting Graduate Student Researcher](https://hr.umich.edu/working-u-m/my-employment/faculty-human-resources-services/visiting-scholars) website.

Academic Human Resources (AHR) retains policy oversight for Visiting Scholar and Visiting Graduate Student issues and is available to respond to policy issues as they may arise. Detailed information describing the VS program ‘rules and regulations’, as well as related reference information, continues to be available on the AHR website at: <http://hr.umich.edu/acadhr/visitingscholars/index.html>. This information may be supplemented, as needed, based on feedback from sponsoring units.

AHR will also continue to be available to consult and assist hosting academic units with VS-related questions via email at: hr-acadhr@umich.edu or telephone at (734) 763-8938.

**Visiting Scholars/Visiting Graduate Students In M-Community**

**Background**

As with other business processes, hosting academic units are responsible for assuring that their designated representatives involved with administration of Visiting Scholar and Visiting Graduate Student status do so in a manner that is consistent with relevant University policies described on the Academic HR website at: <http://hr.umich.edu/acadhr/visitingscholars/index.html>

Some of the services and resources associated with Visiting Scholars and Visiting Graduate Students are NOT available to individuals who do not meet the definitions of these statuses in all respects. As a matter of compliance with University policies, contractual arrangements with vendors, or legal statutes and regulations, such individuals should not be credentialed as Visiting Scholars or Visiting Graduate Students. Consequently, use of the ‘Visiting Scholar’ or ‘Visiting Graduate Student’ designations for such individuals could result in negative repercussions for the University, for University faculty or staff members knowingly involved in misrepresenting the circumstances of a visitor- and not least of all, potentially for sponsored individuals themselves.

Though not all forms of ‘visitors’ to the University of Michigan are eligible to be Visiting Scholars or Visiting Graduate Students, this does not foreclose the possibility that such persons may be appropriately hosted and sponsored by academic units, either through M-Community or in another more appropriate status. For example, *visiting undergraduate students*, *visiting instructional or research faculty* who will be performing services for the University during their stay, *visiting conference attendees*, etc. can all be invited, sponsored and credentialed in an appropriate capacity. As examples:

…Visiting instructional faculty can be addressed by administrators in academic units, Academic Human Resources, or by reference to SPG 201.34-1. <http://spg.umich.edu/policy/201.34-1>

...Visiting research faculty can be addressed by administrators in academic units, the Office of the Vice President for Research

<http://research.umich.edu/policies/research-faculty/appointments-and-promotions/#13>

…Visiting undergraduate students can be addressed by administrators in academic units with the assistance of the Office of the Registrar.

Consult your unit administrator for additional assistance with identifying an appropriate approach for visitors who are not Visiting Scholars or Visiting Graduate Students, as described in this document.

**Credentialing Visiting Scholars/Visiting Graduate Students Using the M-Community Sponsor System**

 Visiting Scholars or Visiting Graduate Students meeting all characteristics and requirements specified on “Visiting Scholars/Visiting Graduate Students” section of the Academic Human Resources website (<http://hr.umich.edu/acadhr/visitingscholars/index.html>) may now be ‘sponsored’ independently by hosting academic and research units, through use of the online M-Community Sponsor system. The ‘sponsor system’ allows hosting academic and research units to independently arrange the following services for these visitors that they authorize and sponsor at the University of Michigan.

* **Becoming a Sponsorship Administrator in M-Community**

Detailed information regarding the process of becoming an authorized sponsor in M-Community, as either a unit ‘Sponsor Authority’ or ‘Sponsor Administrator’ is available at: <http://www.itcs.umich.edu/itcsdocs/r1459/>

* **Obtaining a UMID#**

*As Academic Affiliates* in the M-Community Sponsor System (MCSS), Visiting Scholars and Visiting Graduate Students must have what the M-Community Sponsor System terms a “strong identity”. The creation of such an identity in the Sponsor System results in an entry in [Wolverine Access](http://www.mais.umich.edu/mpathways/) and the creation of a [UMID](http://www.itcs.umich.edu/itcsdocs/s4369/#umids) (U-M identification) number in Wolverine Access.

* **Getting a Uniqname, Directory Profile, and Computing Services—
Sponsored People**

Refer to ITS documentation currently located at:

<http://www.itcs.umich.edu/accounts/uniqname-processes/>

* **Obtaining a University of Michigan ID Card (M-CARD)**

Visiting Scholars and Visiting Graduate Students are issued a special University of Michigan photo identification card (Mcard). This card is required of all members of the University community, and must be presented for access to the services and facilities listed below. Visitors may obtain an Mcard at one of several [ID Issuing Stations on campus](http://www.finance.umich.edu/treasury/mcard).

Ann Arbor Campus Identification Card Request and Change Forms are available at:<http://www.finance.umich.edu/system/files/umid001.pdf>

Visiting Scholars/Visiting Graduate Students must bring a [Mcard Request and Change form](http://www.finance.umich.edu/node/2177) and $4.00 to an ID Issuing Station.

MCard Issuing stations are located at: <http://www.finance.umich.edu/node/1982>

* **Library Borrowing Privileges**

Sponsors of authorized Visiting Scholars can arrange access to a variety of University Library collections and other resources. Such access begins with completion of the University Library’s on-line form located at: <http://www.lib.umich.edu/files/services/forms/visiting.pdf> All questions related to University Library facilities and services should be directed to the University Library. <http://www.lib.umich.edu/>

* **Immigration & Visa Status**

As always, questions about immigration or visa status should be discussed, in advance of any commitments being made to Visitors, with local unit immigration liaisons and/or the International Center at. <http://internationalcenter.umich.edu/>

* **Other Services and Facilities:**

Distribution of keys, arranging appropriate access to buildings and the use of facilities, equipment and services remains the responsibility of hosting academic units.

# Online ‘Sponsor System’ Documentation

**Information Technology Services** documents, supports and is responsible for technical information about the workings of the MCommunity Sponsor System. *Some helpful available resources include:*

# MCommunity FAQ: Sponsor System

<http://www.itcs.umich.edu/mcommunity/faq/sponsor.php>

**Using the MCommunity Sponsor System Via the Web** (Includes information about creating reports to monitor VS data)

<http://www.itcs.umich.edu/itcsdocs/s4356/>

# MCommunity Sponsor System Overview

[h*ttp://www.itcs.umich.edu/itcsdocs/r1458/*](http://www.itcs.umich.edu/itcsdocs/r1458/)

# MCommunity Sponsor Administration Policies/Agreement’

<http://www.itcs.umich.edu/itcsdocs/r1459/>

# Online Access Request System:

<http://www.mais.umich.edu/access/accessprocess.html>