

Ask RCRA about....

Visiting Scholar Policy & OnBase Portal

9-21-2023



Visiting Scholar and Visiting Students Policy 7.12

Purpose:

- Transparent and consistent process for receiving visiting faculty, scholars and students
- Ensure compliance with all applicable rules and regulations .



Policy 7.12

Policy for Visiting Scholars & Visiting Students

Responsible Official:	Provost & Executive Vice President for Academic Affairs
Administering Division/Department:	Office of the Provost
Effective Date:	July 25, 2023
Last Revision Date:	July 25, 2023

Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)



Overview

Emory University encourages the collaborative exchange of ideas fostered by faculty, scholars and students from other institutions who visit Emory. The purpose of this policy is to set forth a transparent and consistent process for receiving visiting faculty, scholars and students and to ensure that all applicable rules and regulations are followed in hosting such visitors. This policy describes the minimum requirements that schools and units must follow to receive visiting faculty, scholars and students, including additional requirements that may apply to international visitors. This policy does not prohibit schools or units from adopting additional, more stringent requirements that do not contravene the standards set forth in this policy.

Visiting Scholar and Visiting Students Policy 7.12

Scope:

- Applies to visiting scholars and visiting students as well as volunteers
- Accompanied visitors who do not need independent access to facilities and not performing research, visiting for a week or less are excluded.



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Overview

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OnBase Visitors' Application Portal

- RCRA reviews visitors' activities while at Emory for compliance with rules and regulations related to **export control regulations, research security and COI**.
- As of September 1, 2023, requests for review of visitors can be routed to RCRA via **Visitor Application Form** on OnBase.

The screenshot displays the OnBase Visitor Application Form interface. At the top right is the OnBase logo. Below it is a dark blue header with the text "Visitor Application Form". Underneath the header are two tabs: "PI and Visitor Information" (which is active) and "Administrative".

The form is divided into three main sections, each with a grey header bar:

- 1. PI Information:** This section contains eight input fields arranged in two columns. The fields are: Net ID, School, Full Name, Title, Department, Email, and Phone. Each field has a red asterisk (*) above it, indicating it is a required field.
- 2. Administrative Contact:** This section contains four input fields: Last Name, First Name, Department, and Email. The Last Name field has a red asterisk (*) above it. Below the First Name field, there is a note: "Use mixed case values beginning with an uppercase followed by lowercase letters i.e. 'j'".
- 3. Visitor Information:** This section contains three input fields: Visitor's First Name, Middle Name, and Last Name. Each field has a red asterisk (*) above it.

OnBase Visitors' Application Portal

- Requests are routed by HR units within the department or school.
- OnBase account can be requested via Service Now
- The OnBase portal requests is simply replacing the requests that RCRA receives by email. It does **not** change the Pre-start or ISSS processes.

OnBase

Visitor Application Form

PI and Visitor Information | Administrative

1. PI Information

<input type="text"/>	<input type="text"/>
Net ID	
<input type="text"/>	<input type="text"/>
School	
<input type="text"/>	<input type="text"/>
Full Name	
<input type="text"/>	<input type="text"/>
Title	
<input type="text"/>	<input type="text"/>
Department	
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	<input type="text"/>
Phone	
<input type="text"/>	<input type="text"/>

2. Administrative Contact

<input type="text"/>	<input type="text"/>
Last Name	
<input type="text"/>	<input type="text"/>
First Name	
<input type="text"/>	<input type="text"/>
Department	
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	<input type="text"/>

Use mixed case values beginning with an uppercase followed by lowercase letters i.e. "j.k"

3. Visitor Information

<input type="text"/>	<input type="text"/>
Visitor's First Name	
<input type="text"/>	<input type="text"/>
Middle Name	
<input type="text"/>	<input type="text"/>
Last Name	

OnBase Visitors' Application Portal

- Form has document upload capability
 - Curriculum Vitae (CV)
 - Deemed Export Form
 - Visitor Information Form
 - Offer letter
 - Deans' clearance memo (where applicable)
 - Approval Memo (where applicable)
 - Invitation letter (where applicable)
 - Other documents related to the visit.

4. Questionnaire

Is the visitor a U.S. CITIZEN OR permanent resident (i.e. Green CARD HOLDER)?

Yes

No

* Once confirmed, the selection cannot be changed.

Confirm Selection

Is Emory sponsoring the visa?

Yes

No

Will the Visitor be paid or compensated for activities conducted at Emory?

Yes – Please describe, including all sources of financial support, and attach supporting documentation.

No – Please describe how visitor qualifies as a volunteer under [Emory Policy 4.83, Volunteers](#).

Will the visitor receive support for conducting research at Emory?

Yes – Please describe, including all sources (e.g., contracts, grants, awards), and attach supporting documentation.

No

5. Attach CV, Supporting Financial Documents, etc.

Upload Supporting Documentation

Save

Questions?

- **Coming soon** – Visiting Scholar and Visiting Students Resource Page / Website
- Contact Export Control Office at exportcontrol@emory.edu with any questions.