New University Policy for all Visiting Research Scholars, Interns, and Volunteers at UNC-CH

UNC-CH has recently implemented a new university-wide policy that pertains to visiting research scholars, in addition to some other groups of affiliated individuals with the university, who are not employed by the university. I am attaching two new forms associated with the new policy which are required to be completed, printed out & signed, and then submitted. You may scan the completed forms and submit them to me via email attachments. Thank you.

Beginning at this time, any proposed engagement of a volunteer, intern, or visiting scholar must have the advance approval of the sponsoring Department (i.e., UNC School of Law—which you already have) AND the Office of Human Resources (OHR) using the “Unpaid Volunteer, Intern, and Visiting Scholar Request Form.” The Request Form (I complete this form) must be accompanied by a fully completed University "Background Check" Form which will be submitted to UNC Public Safety. Upon having such submission requirements met, then OHR will grant approval for the proposed arrangement to the requesting department (i.e., UNC School of Law). Any approved visiting scholar must also fully complete and sign a “Release of Liability” Form prior to starting his/her assignment and submit it to the Appointing Department. Thus, you have 2 forms to complete and return to me.

This new policy applies to current visiting scholars, as they, too, need to submit the completed forms. In addition, I have included in this mailing a few prospective visiting scholars for the fall whose visa paperwork is not yet completed, but I thought it would be best to go ahead and include everyone to whom this new policy applies in this mass email.

University “Background Check” Form: Much of this Form does not pertain to individuals who have never lived in the U.S., but you are still required to complete it. You will, therefore, probably leave much of it blank—that is fine.

Please fill out the blanks of NAME:
First Given Middle (if you have such) Maiden (if female and you changed your family name upon marrying) Last

Social Security#: Most of you will NOT have a Social Security#, unless you have previously lived in the U.S.—if you do not have such, leave blank.

Date of Birth: (MM/DD/YYYY)

Sex:

Race:

If ever you have changed your name (something more common in the U.S. with our marriage/divorce customs, please indicate such). If not, please leave blank.

If ever you have lived in the U.S. previously and have been issued a Driver’s License. If you have not ever had such, please leave blank.

Current Residence: Your home address in your country
Yes/No Boxes:
You are NOT currently an employee of the University of North Carolina at Chapel Hill.
With your current residence outside of North Carolina, this leads you to answer “yes” and complete page 2. On page 2, please indicate that you have only lived in your own country; or if you have ever lived in another state of the U.S., please complete with that information.
Please answer for either within the U.S. or in your home country.

Sign and date the form at the bottom of page 1.

Top of Page 2:
If you have NOT ever lived or worked outside of North Carolina, within one or more of the other states within the United States, please indicate this information on the form: e.g., I have only lived and worked in _________ (e.g., South Korea, China, Spain). I have never before lived or worked in the United States.

I will complete Page 3 of everyone’s form, upon receiving a scanned completed document from each of you and then I will submit.

Release Liability Form: please read through and complete the top of page 1 and then on page 2: print in English your name, sign, and date the form on page 2. Please scan and return to me via email this form also. I will complete my information for the Supervisor spaces.

Thank you for your understanding and completion of these additional forms. As there could be some processing time within the university OHR, to be on the safe side, please complete and submit both forms as soon as possible. Thanks!