TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: Jere Morehead, Provost

David Lee, Vice President for Research
Kavita Pandit, Associate Provost for International Education

RE: UGA IDs for Visiting Researchers/Scholars to UGA

UGA has seen a very positive trend over the past few years in the number of visiting research scholars, including international scholars, being hosted by faculty and departments for short-term stays related to research collaborations and other scholarly interactions. However, until now, these scholars were not included in the UGA ID Management system which limited their access to various UGA offices and services. This is now being addressed through a new process which is detailed on OVPR’s “Visiting Scholars” website [http://www.ovpr.uga.edu/visiting](http://www.ovpr.uga.edu/visiting).

We are writing for your assistance in ensuring that all visiting research scholars being hosted by your department/unit for short term stays are provided with a UGA ID under this new system. The categories of visiting researchers covered under this are:

1. Scholars in Residence (24 mo. Max): Non-instructional scholars who are at or above the post-doctoral level;
2. Graduate Student Researchers (24 mo. Max): Graduate-level students from another institution who are not enrolled for coursework at UGA;
3. Undergraduate Interns (12 mo. Max): Undergraduate-level students from another institution working with faculty on research projects and not enrolled for coursework at UGA.

The process for doing this is detailed on the website above, but briefly it requires your unit HR representative (1) to make a one-time application for access to the Visiting Scholar IDM system; and (2) to apply for a UGAID for each visiting researcher/scholar in advance of their coming to campus.

More information about hosting visitors is available on OVPR’s “Visiting Scholars” website [http://www.ovpr.uga.edu/visiting](http://www.ovpr.uga.edu/visiting). Thank you for your support in providing our visiting scholars the most positive and receptive environment.

Please direct any questions to Bob Scott (rscott@uga.edu) or Jane Gatewood (janegat@uga.edu).

Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.