**Onboarding for Non Paid Visiting Scholars and Affiliates - US Citizens**

Non-paid, non-University people are often invited to UD to study or do research on our campus. While not paid by UD, they need to be in our HR system to get an ID card and UD email. These items enable visiting scholars/affiliates to have access to the library and other UD systems, as well as the ability to submit research proposals under the auspices of UD.

* **Visiting Scholar** – Typically, international faculty members or graduate students are invited to campus with this designation.
* **Affiliate (professor, librarian, scientist, lecturer, professional or instructor)** – US citizens are usually invited to campus with this designation, and often come from another US college or university. Reasons include: a faculty member from another institution on sabbatical doing research and an early UD faculty hire in a short *non-paid* period prior to starting in the fall.
1. You receive notice of invitation (signed invitation / offer letter) from your department
	1. Ask if the person is a US citizen (or permanent US resident) or an international person
		1. US citizen or permanent resident Visitor: Continue to #2
		2. International Visitor: See related job aid - *Onboarding for Non Paid Visiting Scholars and Affiliates – International Visitors*
2. Email the Visitor with onboarding information
	1. The non-paid visiting scholar is required to complete:
		1. Quick Bio
		2. Tell Us about Yourself (Employee Demographic Data Form)
		3. Bayh Dole Agreement.
	2. See the next page for an example of the email to send
3. Arrange appointment for the Visitor to come in to the office
4. Have Visitor log in to check completion of web forms
	1. Have the Visitor complete any outstanding web forms
5. Complete New Hire Non-Paid JED (\*Job aid: JED-Resource for New Hires – Non-Paid)
6. Scan and attach document(s) to JED:
	1. Invitation letter
7. Upon Visitor’s arrival on campus, submit New Hire Non-Paid JED with attachments
	1. Email Central HR’s onboarding coordinator to expect the JED for a Non-Paid Visitor so it can be expedited (hr-onboard@udel.edu with subject line – “Non-Paid Visitor JED”).
8. Inform the Visitor that the hiring web forms need to be approved by Central HR.
	1. The web forms are usually approved within 5 days.
	2. If not approved after 5 days, call onboarding coordinator at 831-8677
9. Once approved, the department rep should e-mail the Visitor and notify the person:
	1. Go to the Student Services Building on Lovett Avenue for an ID card
	2. Log-in to <https://www1.nss.udel.edu/cgi-bin/auth/network> to obtain a University of Delaware e-mail address.

**Example of email to send to new visiting scholar:**

Hello,

In anticipation of your arrival at UD please complete the following web forms so that your information can be loaded into our Human Resources data base.  Please go to the on-boarding website ([www.udel.edu/onboarding](http://www.udel.edu/onboarding)) at your convenience to complete the new hire web forms.

Once at the website click the “Start Here” link to complete a demographic data form, called the **Quick Bio**. Upon completion of that form you will receive an ID# and a PIN. If you encounter any issues with this form, please call 302-831-8677.   Once you have your ID# and PIN, please go back to the main on-boarding page and click the “Log In” link. When you log in you will see a welcome page.

The two (2) forms you will need to complete are:

* **Tell Us About Yourself** form
* **Bayh Dole Agreement**.

Once you have gotten your ID and PIN and completed the web forms, please let me know.  We will set up an appointment to meet so I can review your documents.

Please let me know if you have any questions.

Thank you,