

Non-UCLA Student Undergraduate Visitor Registration Requirements and Instructions

Requirements: Undergraduates enrolled in an institution other than UCLA, must register as a "Non-UCLA Student Undergraduate Visitor," if the student:

- will be in a UCLA laboratory, office, or otherwise on campus or in a UCLA-run facility for more than 5 days;
- is participating in a short-term educational, academic, or research project; and
- is not receiving payment from UCLA.

Instructions

Student Visitor:

1. Complete the "**Non-UCLA Student Undergraduate Visitor**" form.
 - Visitors on VISA status must provide a letter or other document from their home institution acknowledging their "visit" to UCLA. The documentation must be submitted with the registration form.
 - Visitor must have his/her own health insurance coverage and must be able to provide proof thereof. Complete the "**Evidence of Health Insurance Coverage**" form included in this packet.
 - Visitor must complete the "**Office of Insurance and Risk Management (OIRM) Voluntary Waiver**" form included in this packet.
 - Visitor must sign the "**Patent Acknowledgement for Undergraduate Researchers**" form. This form must be signed in the presence of a witness. The original should be delivered to the Faculty Mentor. A copy of the signed form should be placed into the packet.
 - If under 18 years of age, also complete the "**Release of Liability, Waiver of Claims, Express Assumption of Risks, and Hold Harmless Agreement**" form.
2. Sign all forms and certify that the information is true and correct. Unsigned forms will not be accepted.

Faculty Mentor:

1. Faculty Mentors are responsible for:
 - a. reviewing the information completed by the visitor, completing the Faculty Mentor portion of the form, and signing the applicable section;
 - b. ensuring the visitor meets the requirements for the activity in which they will be engaged;
 - c. understanding that the visitor cannot receive **ANY** financial support directly from UCLA;
 - d. ensuring the visitor obtains an Affiliate BruinCard that must be paid for by the Faculty Mentor with discretionary (e.g., not 19900, not contract and grant) funds at a cost of \$6.75;
 - e. ensuring the visitor receives appropriate and required laboratory safety and other training before engaging in the activity or entering the lab;
 - f. keeping in a secure location the signed copy of the Patent Acknowledgment Form;
 - g. notifying appropriate departmental and school officials of the visitor and obtaining permissions where necessary; and,
 - h. having the student *hand-deliver* the **full completed packet** consisting of:
 - Non-UCLA Student Undergraduate Visitor form
 - Evidence of Health Insurance Coverage form and supporting documentation
 - Office of Insurance and Risk Management Voluntary Waiver form(s)
 - Copy* of the signed Patent Acknowledgment Agreement
 - If on VISA status, documentation from the home institution

to: Dr. Tama Hasson, Undergraduate Research Center, 2121 Life Sciences Building (LSB).

2. Upon acceptance of the Registration, the Undergraduate Research Center will email the Department Contact indicated on the Visitor form with instructions on how to process an online application for an Affiliate BruinCard.