

SDS ADMINISTRATIVE PROCEDURE FOR INVITING A VISITOR

Deadlines to submit visitor request to SDS Administration:

- Short Term Visitors:** Two weeks' prior notice for short-term visitors not requiring Visa Assistance
- Long Term Visitors:** (staying more than two weeks who will receive a 0% appointment): Six weeks' prior notice for U.S. long-term visitors or international visitors not requiring Visa Assistance
- Long Term Visitors requiring Visa Assistance:** Twelve weeks' prior notice for international visitors requiring Visa Assistance.

Submitting Request: All requests for assistance with visitor arrangements are to be made by completing the online "*SDS Visitor Request*" form found here:

<https://stat.utexas.edu/resources/administrative/request-for-visitor>

Successful completion of this form will route it directly to designated staff members in SDS.

Action Required: Once you have submitted your request, please submit required CV and identification information required by the university. Details are located in the Visitor Request Form webpage. Missing documentation from the list above will result in delays in processing.

Please have the following information ready to complete the request form:

- Visitor name, Title, Affiliation, E-mail address
- Title of project/research activity being conducted with hosting faculty
- Date of arrival/Date of departure
- Home Institution and current country of residence
- Authorization/Description of expenses to be paid or reimbursed
- Account number to charge expenses to

All questions should be sent to stat.admin@austin.utexas.edu.

Long-term visitors: Visitors here for more than two weeks must have an official assignment processed by SDS. These 0% assignments require a background check and fees in addition to professional, biographical, and financial documents. You will need to provide an account number for any fees. For visitors who want a UT Identification Card, once the assignment is processed, they can visit the ID Center in the FAC. Long-term visitors receive unlimited access through the IT group once their assignment is approved.

International Visitors and Visa Assistance: SDS staff will serve as the liaison with the International Office to assist them in getting the documents necessary to secure their Visa. You will need to provide an account number for these fees. **Please note: The International office recommends that requests be initiated at least 3 months prior to appointment/program start date.**

Short-Term Visitors and utguest Access: *utguest* is an "open Wi-Fi network", meaning there is no encryption support or means of contacting you if there is a problem with the device. Visitors may use this network at their own risk. All usage is subject to university policies including the [Acceptable Use Policy](#). Devices may be blocked from the network for any reason, including reported violations of the university's AUP.