SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES
UNIVERSITY of WASHINGTON
College of the Environment

Hosting visitors in SEFS and access to UW resources

Below is some background information on hosting visitors to work with you in SEFS, whether that is visiting students, faculty/scholars, or other researchers. Hopefully this information will give you and your visitors a smoother and more productive experience while they are visiting UW. Please email sefshr@uw.edu if you have any questions.

The highlight reel:

- **Contact SEFS HR early (before committing to a visit):** Check to determine what UW affiliation/appointment the visitor is eligible for, so expectations about UW resources are clear before they travel.
- **Husky Card / NetID basics**: Automatic NetID / Husky Card access generally requires a **Workday appointment**.
- **Visiting faculty/scientist titles**: Potential visitors (e.g., Visiting Scholar/Visiting Scientist) should send a CV to HR for eligibility review. Teaching is not allowed unless they are formally appointed as the instructor of record; some titles may allow guest lecturing.
- **Contingent Worker option (unpaid)**: Non-academic affiliates (such as contractors/consultants/vendors) with an ongoing association typically > 3 days/week.
- **Volunteer rules are strict**: Visiting employees/researchers/interns are **not volunteers**.
- **Visiting international students**: Eligible students may use the VISIT program (about 3 weeks to 1 year) for full-time supervised research; requires J-1 eligibility, ≥ 32 hours/week, and includes fees + an application process.
- **Library/NetID access may require payment**: If someone doesn't qualify for formal UW affiliation, the faculty sponsor may need to pay to provision a NetID and library borrowing/research privileges. Default public access is limited.
- **Fulbright cases vary**: Some Fulbright Scholars may qualify for UW appointments (e.g., visiting title if they hold a professorial appointment at home). Fulbright postdoc appointments are often constrained by UW postdoc minimums, insurance requirements, full-time work, and a 12-month minimum, with Dean's Office pre-approval required for paid-direct/PDR appointments.
- **Building access when no formal UW affiliation exists**: If the visitor is not eligible for other UW affiliation but needs SEFS building access, they must complete a **Visitor Temp Access Request form** (operational need, confirm Husky Card ineligible, potential background check + budget, and a defined end date). Submit to Matt Gray or sefsbldg@uw.edu; final approval by Director Dan Brown. Visitor signs the **Participant Acknowledgement–Building Use Waiver form** before access begins.

The additional details:

Prepare early
Before planning for a visitor to come work with you at UW, please check in with Wanjiku in HR about what type of position or association they may be eligible for if they come. We have had scholars arrive from other countries with expectations of access to UW resources that they are not eligible for, so it is best to plan ahead and be aware of resource access or limitations **before the scholar leaves their home institution, state, or country**.

Husky Card access
In order to have automatic access to a NetID or Husky Card, visitors must be eligible for some form of Workday appointment. That does not guarantee access but greatly improves one's chances. To receive a **free** UPass (metro transit access) on their Husky Card, they must be in a position that is **paid by UW**.

Visiting faculty titles
Faculty or scientists may qualify for a UW visiting title (including Visiting Scholar and Visiting Scientist) and should provide a CV to sefshr@uw.edu to be evaluated for eligibility for those positions. Unless they are pre-identified for a teaching title as the instructor of record for a class, they may not teach. Some titles may give guest lectures.

Contingent Workers
Some visitors may qualify for an unpaid Contingent Worker appointment in Workday. A Contingent Worker is a consultant, contractor, vendor, or other non-academic affiliate worker that will fulfill or is fulfilling a contract at the University. They should have a length of association on an ongoing basis that is greater than 3 days per week. Contingent Worker status can qualify someone for a Husky Card, and provides a UW NetID and an Employee ID. Contact the Husky Card Office (huskycrd@uw.edu; 206-543-7222) to find out if your visitor is eligible.

Volunteers
Volunteer work is intended to be altruistic and is performed for public or non-profit entities only. Volunteers cannot do work that would otherwise be considered paid work. Volunteers do not receive wages or academic credit. **Visiting employees, researchers from other institutions, or interns are not volunteers**. All volunteers should complete and submit a signed SEFS Volunteer Form and send in a monthly SEFS Volunteer Time Log to sefshr@uw.edu to maintain volunteer status and be covered by L&I insurance under UW.

Foreign students

Visiting foreign students may be eligible to apply for the VISIT program for between 3 weeks to 1 year. The Visiting International Student Internship & Training (VISIT) program at the University of Washington allows students who are pursuing degrees at universities outside of the United States to participate in full-time, work-based supervised research at the University of Washington. Students must be eligible for a J-1 visa to come through the VISIT program. They must work for at least 32 hours a week and there are fees and an application process associated with the program.

NetID and library access

For those who do not qualify as a volunteer or for a Workday or VISIT appointment, you will have to pay for them to have access to a NetID and the research and borrowing privileges for UW libraries. Please visit the provisioning a NetID page for information on paying a fee to grant NetID access. Please visit the UW libraries page for information on accessing borrowing and research privileges. By default, they will only have access to library resources available to the general public. Borrower's card privileges do not include remote access to online journals and databases. Some campus library buildings are open only to current UW students, faculty, and staff.

Fulbright scholars

Fulbright Scholars may or may not qualify for a UW appointment. Scholars who hold a professorial appointment at their home institution may qualify for a Visiting Scholar appointment. A Fulbright form with UW designated as the institution being visited may possibly count as UW affiliation for the purpose of building access. Fulbright Postdoctoral Scholars usually are not paid enough by the program to qualify for a UW postdoc appointment, although the minimum salary for a paid-direct/PDR postdoc is lower than for those paid by UW. It is currently $56,484 per year ($4,707 per month). A PDR salary cannot be supplemented with UW pay to meet the minimum. If the PDR postdoc is not provided with health insurance through their program and falls below the current $65,508 annual salary, there is a monthly $500 supplement that their supervisor must pay. Postdocs at UW must be appointed for an initial minimum of 12 months and must work full-time. Some people have heard that there may be flexibility in terms of the length of the PDR appointment for Fulbright postdocs, but it is not known whether anyone has successfully received such an exception. PDR appointments must be pre-approved by the Dean's Office.

Building access for other cases

If your visitor does not qualify as a volunteer, for a Workday appointment, is a student not part of the VISIT program, or has no other formal UW affiliation and you would still like them to

have key or card access to SEFS buildings, they must complete and return our **Visitor Temp Access Request Form**, which covers some of the information below.

- What is the business need for the issuance of a key and/or temporary access card?
  - Explain why they need regular building access
  - Confirm that they are Husky Card-ineligible
- Agreement to a background check for the visitor since building access allows contact with students (a budget must be provided to cover the fee for this).
- An end date for the access (no longer than 12 months at a time). No permanent assignments of temporary access cards.
- Note that building access for visitors is available Monday – Fridays, 7:00 am – 6 pm.

Please send the completed form to Matt Gray or sefsbldg@uw.edu and copy sefshr@uw.edu. Final review and approval for this form will be provided by Director Dan Brown. Any questions about space should be directed to Matt.

Following approval of the **Visitor Temp Access Request Form**, visitors should complete the **Participant Acknowledgement-Building Use Waiver** form before beginning access to SEFS spaces. Both forms can be found on the SEFS Forms and Policies section of the Intranet, the former under ***Facilities*** and the latter under ***HR/Payroll***.

Temporary housing resource
For information on temporary housing solutions at SabbaticalHomes.com, please visit https://hr.uw.edu/worklife/housing/temporary-housing-solutions/. This platform offers over 10,000 furnished listings in more than 65 countries. You can find or list a home there and receive a 20% UW discount off posting fees.

Additional affordable rental housing resources
Please visit: https://hr.uw.edu/worklife/housing/affordable-rental-housing/

Questions? Please email sefshr@uw.edu.