



**Center for Chinese Studies, University of Hawai'i at Mānoa**  
**Visiting Scholar Application Form (rev. 1/2024)**

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**Please read the following instructions before proceeding to the Application Form**

The Center for Chinese Studies (CCS) is accepting applications from scholars who wish to spend a semester or one-year to conduct research and/or academic exchanges at the University of Hawai'i at Mānoa (UHM).

**Who is eligible to apply?**

- Faculty or graduate degree students from universities/colleges or other academic institutions
- Plan to collaborate with affiliate CCS faculty at UHM to conduct research on topics in the field of Chinese Studies.

Note:

Visiting Scholars are responsible for identifying a CCS faculty who will serve as the UHM faculty sponsor. If the proposed research is not related to Chinese Studies, the VS should contact other departments at UHM and make arrangements directly with them. If the CCS sponsoring faculty belongs to College of Social Sciences (CSS), the VS must apply through the [CSS' Kuaili Online Application System](#).

**The required documents for application**

1. CCS Visiting Scholar application form (see attached);
2. Current curriculum vitae or a professional resume;
3. Proposed detailed research plan
4. Proof of financial support in U.S. dollars - statement must show support of minimum US \$3,000 per month, plus additional \$900 per month for spouse and \$700 per month for each accompanying child;
5. Letter from a UHM/CCS affiliate faculty member stating their support and collaboration on your research project;
6. A letter of recommendation from a scholar of the VS's home institution with expertise in the area of his/her intended research;
7. Confirm English proficiency through the options offered through [UH J-1 Exchange Visitor English Proficiency Certification](#).

**The Application Review Process**

Approval of sponsoring faculty's Department Chair

Approval of CCS Executive Committee

Approval of College of Arts, Languages & Letters (CALL) Dean

Approval of UH Office of Export Control (OEC)



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Note:

Applications are reviewed on a rolling basis and evaluated to consider the demands upon the time of the potential UHM/CCS faculty sponsor and her/his department, as well as the availability of CCS resources. There will be no more than five visiting scholars at any given time. Successful applications usually include a description of research that is enhanced by being in Hawai'i. The application reviewing process usually takes about 30 business days. Upon confirmation, CCS will send a letter of invitation to the VS who will need to follow UH and U.S. federal government procedures to process visa documents and to apply for a visa in their home country.

### **J1 Visa Application Process**

If a J-1 visa is needed, the VS will be contacted by CCS staff to provide additional information and work in cooperation with UH Faculty Scholar Immigration Services (FSIS) to obtain necessary approvals, which may require additional processing time (usually 3 months). Visiting Scholars are responsible for their appropriate visa fees. Directions will be provided. If the VS has not allowed sufficient time to process the visa before his/her start date at UHM, it may be necessary to adjust the visit schedule. You may also check on the details about entering UH as a [J1 Exchange Visitor](#).

### **Visiting Scholars Financial Responsibilities**

- Visa Application Fee
- Living expenses (housing, transportation, food, etc.)
- Medical Expenses
- Health Insurance

Note:

Visiting Scholars are required to purchase health insurance as stipulated by J-1 Exchange Visitor Program regulations and find their own housing arrangements. UHM does not have faculty housing for VS. CCS is unable to provide office/desk spaces or computer access but can help with applying for UHM library access.

### **Visiting Scholars Mandatory Activities at UH**

- Registration orientation offered by FSIS upon arrival
- Presentation (75 minutes) on VS research topic in English (Preferred) as part of CCS Webinars series.

Note:

Visiting Scholars are strongly encouraged to attend and participate in all CCS' Webinar Series.



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Personal			
Family Name <i>Appears in the Passport</i>		First Name <i>Appears in the Passport</i>	
Birth Date <i>MM/DD/YYYY</i>		Sex	
Birth Place (Country, City)		Marital Status	
Country of Citizenship		Country of Legal Permanent Residency	
Home Address			
Phone Number <i>Include country code</i>		Email Address	
Employment			
Institution		Current Position and Title	
Type of the Institution			
Work Mailing Address			
Research Plan			
UHM Faculty Sponsor	Full Name		
	Position at UHM		
	Phone Number		
	Email Address		
Start Date <i>Planned date to Arrive in Hawaii</i>		End Date <i>Planned date to leave Hawaii</i>	
Scholarly purpose of proposed visit to UHM <i>Please briefly explain your research plan and why your research should be done at UHM. You need to attach your detailed research plan with the application</i>			



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Potential contribution to the Center for Chinese Studies at UHM <i>Please provide a brief statement on how your work may benefit CCS.(i.e., lecture, advising students)</i>		
Does your proposed research project involve the Native Hawaiian or Pacific Islander community?		
	Please describe the involvement in detail if you choose YES.	
Visa Application		
Your Current US Visa Status		
Are you planning to apply for a J1 visa		
Dependents Who Will Come With You	Full Name <i>Appears in the Passport</i>	Relationship
List your travel history to the US in the past two years <i>Please enter N/A if you have not visited the US in the past two years.</i>		
List your J1 visiting scholar experiences in the US <i>Please specify dates of stay for each visit and research projects you worked on</i> <i>Please enter N/A if you did not have any J1 visiting scholar experience</i>		
Choose English Proficiency Certification <i>Please check <a href="#">UH J-1 Exchange Visitor English Proficiency Certification</a> for reference before making the choice.</i>	<input type="text"/>	



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Attachment

Current curriculum vitae or professional resume

Proposed research plan (Including research objectives, activities, and explanation of why research should be done at UHM, please note that IRB (Institutional Research Board)

Compliance form may be required depend on the research plan)

Proof of financial support in U.S. dollars (i.e. Personal Bank Statement, Funding Support Document)

Letter from UHM/CCS affiliated faculty member who will collaborate with you on your research and is willing to serve as your faculty sponsor

Recommendation letter from a scholar from your home institution with expertise in the area of your intended research

Bio-page copy of your passport and accompanying dependents (if any).

Please submit this form and all supporting documents to: [uhccs@hawaii.edu](mailto:uhccs@hawaii.edu) with the subject: **Visiting Scholar Application**

For inquiries, please contact: [uhccs@hawaii.edu](mailto:uhccs@hawaii.edu)

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