



# **SAA-GD New Policy: APM 430 Undergraduate & Graduate Students**

May 20, 2021

# Introductions



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*Academic HR Manager*



**Monique Zuniga**  
*Academic HR Generalist*

# Introductions



**Christian Sweatt**  
*Student Services Advisor,  
Graduate Division*



**Holly Nigorizawa**  
*International Programs Director,  
ISSO*

# Policy Owner

**Student Academic Affairs-  
Graduate Division**  
*Policy Owner*

## **Approvals**

Executive Vice Chancellor and Provost  
Graduate Council - Academic Senate (Faculty)

# Agenda

1. Student Context
2. New Policy + Outreach
3. Pre-Submitted Questions

# Types of Visitors

APM 430  
Visitor

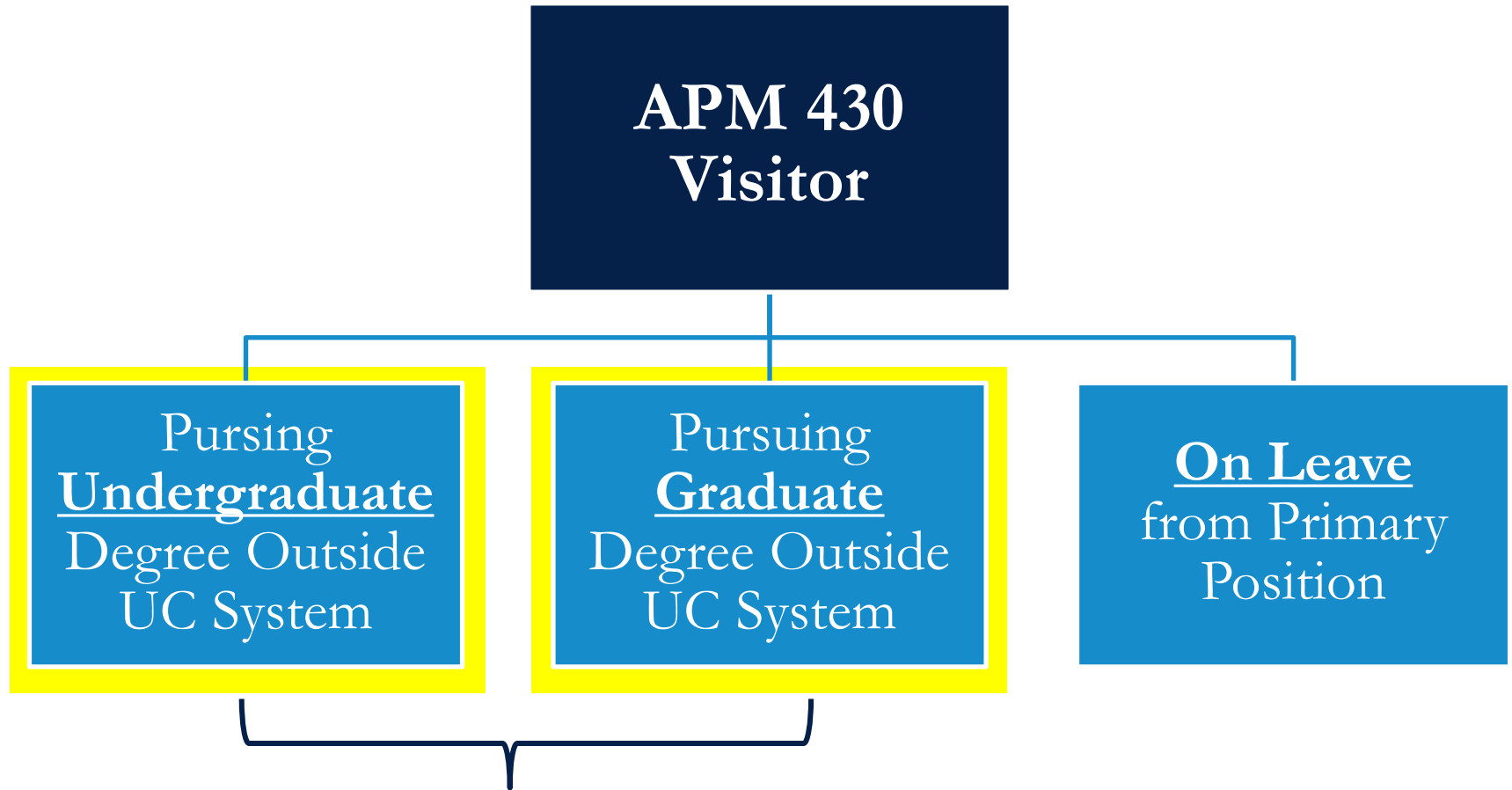
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graph TD; A[APM 430 Visitor] --- B[Pursuing Undergraduate Degree Outside UC System]; A --- C[Pursuing Graduate Degree Outside UC System]; A --- D[On Leave from Primary Position];
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Pursuing  
Undergraduate  
Degree Outside  
UC System

Pursuing  
Graduate  
Degree Outside  
UC System

On Leave  
from Primary  
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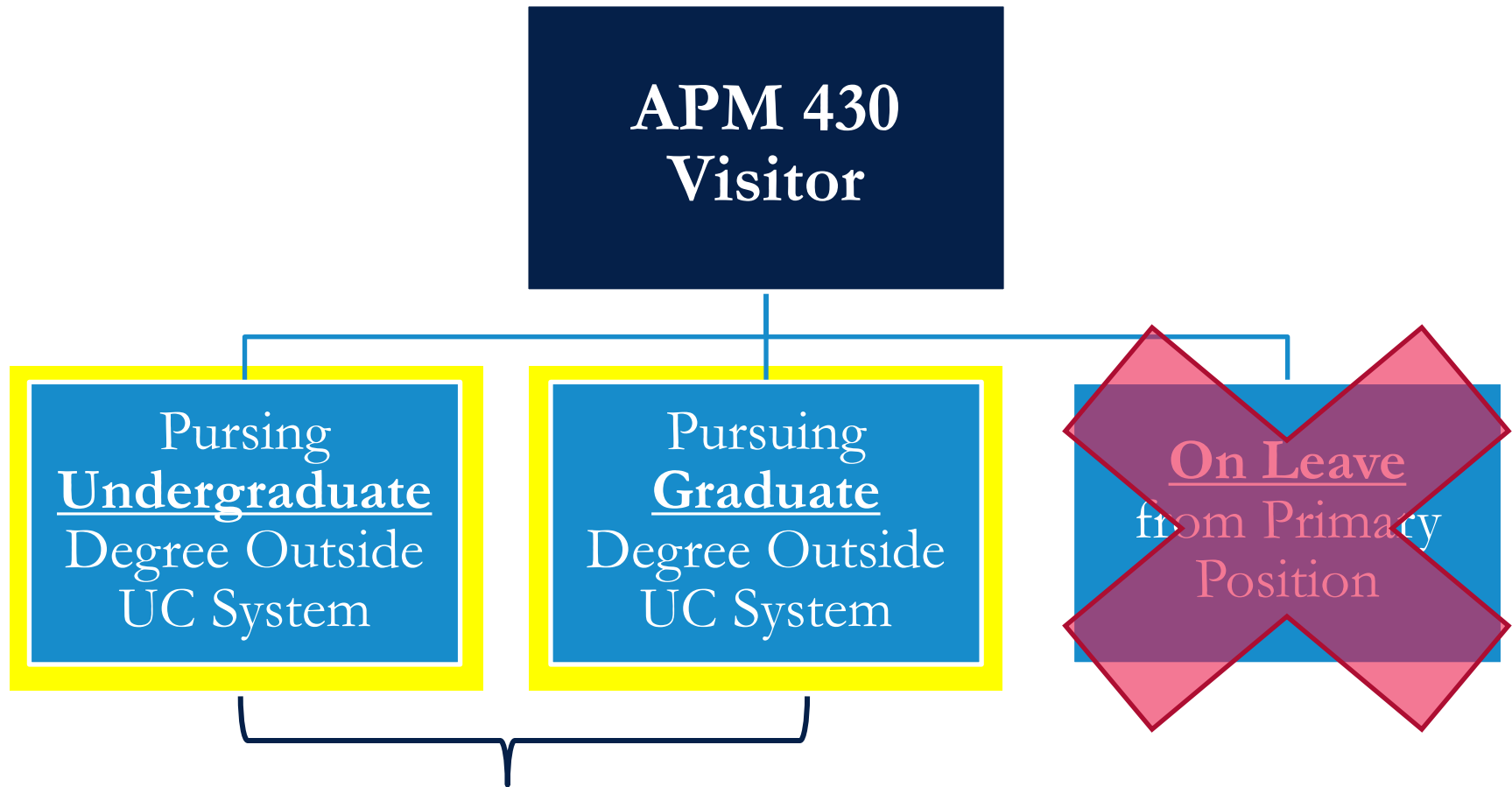
# Types of Visitors



**Vulnerabilities**

**particularly for international students**

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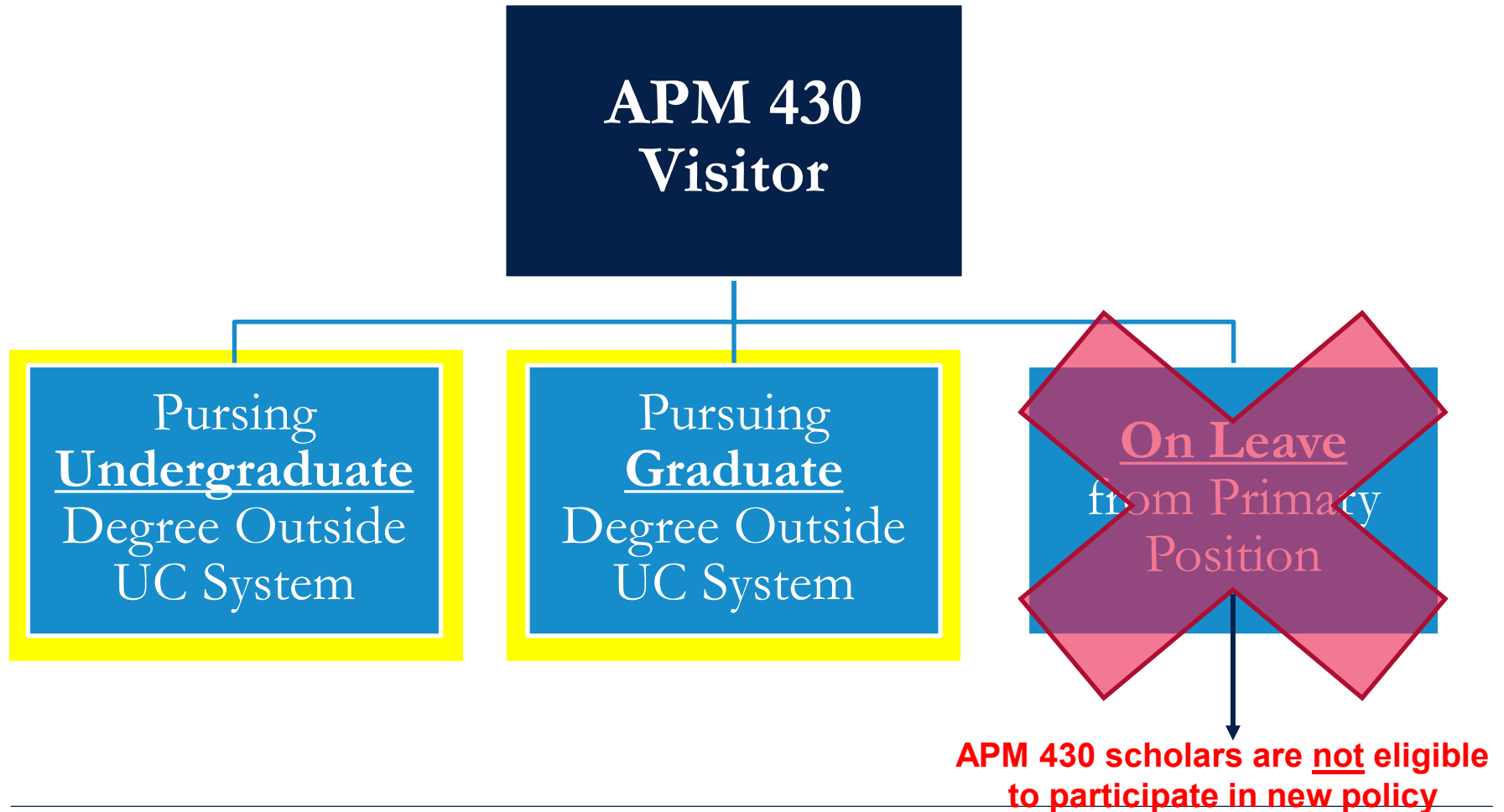


**Vulnerabilities**

**particularly for international students**



# Types of Visitors



# APM 430 Students

## Average participation over 5 years

	International	Domestic	Total
Pursuing Undergrad Degree	~20/year	~50/year	70
Pursuing Graduate Degree	~100/year	~70/year	170
<b>Total</b>	120	120	

Average program duration 6 months

# International Student Vulnerabilities

## 1. Less Experienced

Often first time abroad, undergraduates

## 2. Lack of Full Health Insurance Coverage

Students typically only purchase travelers insurance, unaware that it often only covers urgent or catastrophic care

# International Student Vulnerabilities

**3. Student's Home Institution Unable to Provide Support:** If students have acute mental health needs while in the U.S., institutions abroad are limited in the scope of support they can provide because they are often ...

- Unfamiliar with U.S. culture to provide advice about whether the lab environment or supervisor behavior is the norm
- Unfamiliar with the U.S. healthcare system to provide advice on where students can seek mental health support

# International Student Vulnerabilities

## **4. Currently, no UCSF “home” for students:**

Although APM 430 students hold an academic title, not technically considered a UCSF employee

Oftentimes, when APM 430s end up in GD-SAA units for support, the issue is often acute and needing immediate, extensive attention from our offices (OCPD, GD, ISSO, Ombuds)

# APM 430 Internat'l Student Cases

- Student drugged at a bar and wakes up at hospital not knowing what happened
- Student in a coffee shop when the person at the table next to her is shot
- Student admits self to mental health institution due to stress in the lab, particularly with PI
- Student's parent enters the U.S. with Coronavirus symptoms. There was possible exposure to the student, and thus to the student's UCSF lab (UG)

# New APM 430 Policy

# New APM 430 Student Policy

## International *Required*

- Program must be 3+ months
- Initial Appointment and Renewals with Sept 1, 2021 start dates
- **Host department purchases Student Health and Counseling Services (SHCS)-vetted insurance coverage**
- **Host department pays UCSF supplemental health insurance + student service fees**



# New APM 430 Student Policy

## Domestic *Optional*

- Program must be 3+ months
- Initial Appointment and Renewals with Sept 1, 2021 start dates
- Student must demonstrate ACA-compliant insurance coverage
- **Host department pays UCSF supplemental health and student service fees**

# APM 430 Internat'l Student Policy **REQUIRED**

Item	Estimated fee	How fee is assessed
SHCS-vetted primary care insurance plan	~\$500 month	<b>Host department purchases directly</b> through SHCS-vetted insurance company

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Item	Estimated fee	How fee is assessed
<b>SHCS-vetted primary care insurance plan</b>	~\$500 month	Host department purchases directly through SHCS-vetted insurance company
<ul style="list-style-type: none"><li>• <u><b>PSI CA Platinum 0 Plan</b></u></li><li>• <u><b>PSI CA Platinum 100 Plan</b></u></li><li>• <u><b>PSI Platinum 100 Plan</b></u></li><li>• <u><b>Student Medcover Elite</b></u></li><li>• <u><b>Student Medcover – Prime</b></u></li></ul>	<a href="http://tiny.ucsf.edu/NewAPM430StudentPolicy">http://tiny.ucsf.edu/NewAPM430StudentPolicy</a>	

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Insurance Plan Comparison 

*Coverage subject to change annually. Check respective insurance websites for most recent info.*

Description	PSI CA Platinum 0 Plan	PSI CA Platinum 100 Plan	PSI Platinum 100 Plan	Student Medcover Elite	Student Medcover - Prime
<b>Eligibility</b>	Visiting Scholars,	Visiting Scholars,	Visiting Scholars, Optional Practical	Visiting Scholars, Optional Practical	Visiting Scholars, Optional Practical

# APM 430 Internat'l Student Policy **REQUIRED**

Item	Estimated fee	How fee is assessed
<b>SHCS-vetted primary care insurance plan</b>	~\$500 month	Host department purchases directly through SHCS-vetted insurance company
<b>SHCS Supplemental Insurance + Student Services Fee</b> ( <i>allows direct access to SHCS</i> )	\$246/month	SAA-GD charges through Chart of Accounts/SpeedType

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# APM 430 Domestic Student Policy

## OPTIONAL

Item	Estimated fee	How fee is assessed
<b>ACA-compliant insurance plan</b>	N/A: Student must have ACA-compliant insurance	N/A: Student must have ACA-compliant insurance

# APM 430 Domestic Student Policy

## OPTIONAL

Item	Estimated fee	How fee is assessed
<b>ACA-compliant insurance plan</b>	N/A: Student must have ACA-compliant insurance	N/A: Student must have ACA-compliant insurance
<b>SHCS Supplemental Insurance + Student Services Fee</b> ( <i>allows direct access to SHCS</i> )	\$246/month	<b>SAA-GD charges through Chart of Accounts/SpeedType</b>



# Meeting Need

	Item	Need Meet
1.	<b>SHCS-vetted primary care insurance plan</b> <i>(international)</i> or <b>ACA-compliant insurance plan</b> <i>(domestic)</i>	Access to non-catastrophic care, such as preventative, routine and mental health coverage
2.	<b>SHCS Supplemental Insurance and Student Services Fee</b>	<ul style="list-style-type: none"><li>• Access to care at SHCS; warm handoffs between respective units</li><li>• Access to select UCSF student support services; encourages sense of community and support</li></ul>

# Access to Student Support Services

## Health, Wellness, Career

- Student Health and Counseling Services (SHCS)
- Office of Career and Professional Development (OCPD)
- Basic Needs and Food Security
- Learning Resource Services
- Office of the Ombuds

## Community

- Multicultural Resource Center
- LGBT Resource Center
- First Generation Support Services
- Registered Campus Organizations (RCOs)

# New Policy Highlights

- Importance of timelines
- Supplemental form + SHCS-vetted or ACA-compliant insurance (**no** alternative insurance)
- Notify HR *and* respective insurance company if delay/cancellation/shorten program three weeks in advance
- UCSF email address required

# New Policy

## Process Workflows

1. Initial/Renewals
2. Delays/Cancellations

# New Policy

## Supplemental Form

# Outreach

# Outreach

## Student Academic Affairs- Graduate Division *Policy Owner*

### Approvals



Executive Vice Chancellor and Provost  
Graduate Council - Academic Senate

### Partners

- School Deans
- GD-SAA VCs
- Human Resources
- Departments
- ISSO
- Faculty
- SISS
- Student Service Teams



# Outreach

- ✓ **Presentations:** SAA-GD Assistant VCs; Faculty Grad Council - Academic Senate; Student Information Systems (SISS); Student Health and Counseling Services (SHCS); SAA-GD Finance Team
- ✓ **Trainings:** HR, Dept Administrators, ISSO, Student Service units
- ✓ **Notifications:** Deans and their Designates; HR Update; Targeted Dept admin email



# Resources

- **Policy Questions**

[APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu)

- **Website**

<http://tiny.ucsf.edu/NewAPM430StudentPolicy>

# HR: APM 430 Reminders

# APM430 Process Reminders

- Effective Dates: ensure both the start and end dates are consistent across all forms and also match dates in People Connect case; inconsistent dates are returned for correction and could delay the process.
- Review the checklist of required documents located within the coversheet form to ensure all documents are provided within the People Connect case. Common missing docs include: proof of enrollment, proof of insurance, and proof of salary support
- Research Purpose statement: the visitor's personal statement needs to be written by the visitor, and the department statement completed by department; Also, the explanation summary for the extension need to explicitly state what work will continue during the extension period and why this extra time is needed.

# APM430 Process Reminders, cont.

- Ensure turn-around timing guidelines are reviewed and start dates are adjusted accordingly prior to submitting paperwork to HR. Timing begins once the PCMA case (with a complete packet) is approved and routed to HR.
- 1 month processing time for initial requests for non-visa visitors. (Same timing for renewals)
- 3-4 months for visitors that require a J-1 visa. (2 months for renewals)
- Ensure all dept signature fields have been signed prior to submitting to HR. (Chair signature is a common omission)
- Students must be enrolled in a degree-granting program order to qualify; Scholars must be on leave from a current institution/employment; Students/Scholars in-between programs or employment will not be eligible for this series

# Questions

# Appendix

# APM430 Reference Tool

- **APM430 Definition**

A person on leave from an academic appointment, other employment, or student enrollment at a home institution or other entity may be appointed as a Visitor to the University of California to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee. A Visitor shall be designated, as appropriate, as a Visiting Scholar, Visitor (Graduate Student), or Visitor (Undergraduate). Appointment must serve an academic purpose for the unit in which they are visiting.

- **Job Codes**

- a) **CWR016**: Visitor (Undergraduate)- A student enrolled in an accredited bachelor degree-granting undergraduate program
- b) **CWR003**: Visitor (Graduate)- A student enrolled in an accredited degree-granting graduate program
- c) **CWR015**: Visiting Scholar- A person on leave from an academic appointment or other employment at a home institution or other entity (MD and/or PhD or terminal degree within their profession, who will not engage in teaching at UCSF)

# APM430 Reference Tool

Examples of individuals **ineligible** for an APM 430 appointment:

- One-time participants in accredited continuing education activities
- Remote students/scholars
- B1/B2 visa holders
- Received undergrad/grad degree and not yet enrolled/affiliated elsewhere (new 'certificate' program hasn't started yet).
- an individual who will engage in clinical observation
- an individual who will be engaged in clinical activities in a patient care setting
- if individual will provide teaching activities and holds an academic title elsewhere (refer to Visiting Professor series)



# APM430 Reference Tool

## Other Tips:

- Not eligible for salary or wages. Not a UCSF employee (I-9 not needed).
- Visitors may be eligible for reimbursement of expenses including official University business travel and incidental research expenses, as well as health insurance. A reimbursable expense is an expense that contributes to any one of the University's major functions of teaching, research, patient care, or public service. *See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.*
- Per APM 430: "Visitors are ineligible for salary or wages, but they may receive supplementary support in the form of a cost of living allowance, or other support to help defray the amount of money spent on food, clothing, housing and other basic necessities".
  - Supplementary support may be provided via Student Stipend Desk (HR does not manage this process). Please note: supplemental support may not be used as verification of financial self-support.
  - Contact the student accounting stipend desk [cgasvcdesk@ucsf.edu](mailto:cgasvcdesk@ucsf.edu) for additional information or <https://controller.ucsf.edu/services/contracts-grants-accounting/student-accounting>
- This population is eligible for UCSF housing

# APM430 Reference Tool

## Department Steps:

1. Department works with their PI and Visitor to establish a reasonable start date.

**Please ensure you allow sufficient time to process the request.** Academic HR expects a ticket with complete information and:

- 1 month processing time for initial requests for non-visa visitors.
- 4 months for visitors that require a J-1visa.

2. The department coordinates with the applicant to complete and gather the following:

a) APM 430 document packet. Please use most current forms located at:

<https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement>

- Department Coversheet - including department signatures
- Visiting Scholar/Other Visitors Applicant Form
- For Undergrads and Grads only: Supplemental Insurance form – including department signatures; ensure dates match those on Dept coversheet

# APM430 Reference Tool

## Cont...

- CV/resume
- Proof of insurance-
  - US. Citizens: policy statement or coverage card
  - J1 visa holders:
    - Appointment 3 months or longer: Student Health and Counseling Services vetted Supplemental Insurance required, which meets the J1 insurance requirement
    - Appointment less than 3 months: please review medical and repatriation insurance requirements established by the US Department of State: <https://isso.ucsf.edu/resources/healthcare>. Appointment will not be approved without proof of sufficient insurance. Effective dates of coverage must be included.

# APM430 Reference Tool

## Cont...

- Financial Self Support:
  - Verification of self-support-bank statement or award letter (at least \$2,210 a month)
  - Verification date should be within 6 months of the appointment start date.
  - If J-2 dependents, then also include at least \$625/month for spouse and \$350/month for each child
  - If international visiting undergrad, 51% or more must be funded from non-personal sources (e.g. home institution)
  - For local students, in the 9 county Bay Area, a letter of financial support from a parent or guardian is acceptable in lieu of a bank statement
- **For VISITOR UNDERGRADUATE AND VISITOR GRADUATES ONLY:** verification of enrollment by providing the student's enrollment form
- **For Visiting Scholars ONLY:** CV must include appropriate terminal degree and institutional affiliation

# APM430 Reference Tool

## Cont...

- b) If the visitor requires a J-1 visa, department also completes and gathers:
- Invitation letter (per HR template)
  - English Language Proficiency form
  - Copy of passport
  - Copy of passport for J-2 (if applicable)
  - No Patient Contact Letter (if scholar holds MD, DDS or equivalent)
3. Department submits initial request to HR through the People Connect system (accessible via MyAccess) as a 'New Hire' case, or if a renewal, as a 'Renewal' case. For both types, attach the completed APM 430 packet.
- If visitor needs a visa, include visa details within the case, including COA funding for visa.
  - In the 'Additional Details' field of the case: provide a short summary of your request
4. For Undergrads and Grads, provide UCSF email address to:
- [APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu)

