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

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Student Services Advisor,  
Graduate Division

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International Programs Director,  
ISSO
Policy Owner

Student Academic Affairs - Graduate Division

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

- Pursuing Undergraduate Degree Outside UC System
- Pursuing Graduate Degree Outside UC System
- On Leave from Primary Position
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Vulnerabilities particularly for international students
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APM 430 scholars are not eligible to participate in new policy
## APM 430 Students

### Average participation over 5 years

<table>
<thead>
<tr>
<th></th>
<th>International</th>
<th>Domestic</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pursuing Undergrad Degree</td>
<td>~20/year</td>
<td>~50/year</td>
<td>70</td>
</tr>
<tr>
<td>Pursuing Graduate Degree</td>
<td>~100/year</td>
<td>~70/year</td>
<td>170</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
<td><strong>120</strong></td>
<td><strong>240</strong></td>
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</table>

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 International Student Policy

#### REQUIRED

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated fee</th>
<th>How fee is assessed</th>
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<td>SHCS-vetted primary care insurance plan</td>
<td>~$500 month</td>
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## APM 430 International Student Policy

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- PSI CA Platinum 0 Plan
- PSI CA Platinum 100 Plan
- PSI Platinum 100 Plan
- Student Medicover Elite
- Student Medicover – Prime

[http://tiny.ucsf.edu/NewAPM430StudentPolicy](http://tiny.ucsf.edu/NewAPM430StudentPolicy)
# APM 430 International Student Policy

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

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### Insurance Plan Comparison

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<tr>
<th>Description</th>
<th>PSI CA Platinum 0 Plan</th>
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<tbody>
<tr>
<td>Eligibility</td>
<td>Visiting Scholars,</td>
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## APM 430 Internat’l Student Policy

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<td>SHCS-vetted primary care insurance plan</td>
<td>~$500 month</td>
<td>Host department purchases directly through SHCS-vetted insurance company</td>
</tr>
<tr>
<td>SHCS Supplemental Insurance + Student Services Fee</td>
<td>$246/month</td>
<td>SAA-GD charges through Chart of Accounts/SpeedType</td>
</tr>
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<td><em>(allows direct access to SHCS)</em></td>
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### APM 430 Domestic Student Policy

**OPTIONAL**

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<tr>
<th>Item</th>
<th>Estimated fee</th>
<th>How fee is assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-compliant insurance plan</td>
<td>N/A: Student must have ACA-compliant insurance</td>
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</tr>
</tbody>
</table>
### APM 430 Domestic Student Policy

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# Meeting Need

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<th>Need Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>SHCS-vetted primary care insurance plan</strong> <em>(international)</em> or <strong>ACA-compliant insurance plan</strong> <em>(domestic)</em></td>
<td>Access to non-catastrophic care, such as preventative, routine and mental health coverage</td>
</tr>
<tr>
<td>2. <strong>SHCS Supplemental Insurance and Student Services Fee</strong></td>
<td>• Access to care at SHCS; warm handoffs between respective units • Access to select UCSF student support services; encourages sense of community and support</td>
</tr>
</tbody>
</table>
## Access to Student Support Services

<table>
<thead>
<tr>
<th>Health, Wellness, Career</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student Health and Counseling Services (SHCS)</td>
<td>• Multicultural Resource Center</td>
</tr>
<tr>
<td>• Office of Career and Professional Development (OCPD)</td>
<td>• LGBT Resource Center</td>
</tr>
<tr>
<td>• Basic Needs and Food Security</td>
<td>• First Generation Support Services</td>
</tr>
<tr>
<td>• Learning Resource Services</td>
<td>• Registered Campus Organizations (RCOs)</td>
</tr>
<tr>
<td>• Office of the Ombuds</td>
<td></td>
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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

Partners

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

Approvals

Executive Vice Chancellor and Provost
Graduate Council - Academic Senate
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

➢ 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 competed 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.
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
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)
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)
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 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-1 visa.

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](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.
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
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