



UNO Department of Planning and Urban Studies

Visiting Scholar-Gratis

Department of Planning and Urban Studies
UNO Transportation Institute

Point of Contact:
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1. Introduction and Background

The Department of Planning and Urban Studies and the UNO Transportation Institute are accepting proposals for Visiting Scholar-Gratis. The Visiting Scholar-Gratis is an unpaid temporary position at the University of New Orleans. The department will provide the recipient with office space and the university will provide internet access capabilities as well as access to the library.

2. Submission Guidelines and Requirement

Please submit your proposal to Delinda Swanson (listed above). Your submission should include:

- Contact information
- A copy of your curriculum vitae
- Requested dates of appointment
- Description of your research and how it is beneficial to the Department of Planning and Urban Studies or the UNO Transportation Institute at the University of New Orleans
- Description of what you plan to research while at the university and why you chose the University of New Orleans.

3. Proposal Review and Next Steps

Proposals must be received by the closing date of July 1 for Fall Semester, October 1 for Spring Semester and April 1 for Summer Semester. After the closing date, members of the Department and/or the Institute will review proposals. Visitors who are accepted by the department or institute will then be contacted and asked to provide further documentation in order to be approved for a gratis hire by the University. This information will include:

- Official transcripts
- 3 letters of recommendation

International Scholars who are approved by the Department/Institute will be contacted to provide the information listed above as well as the following:

- English Language Evaluation Form (provided at time of department acceptance)
- Documents verifying the source and amount of outside funding which should exceed \$1,500 per month (excluding travel and medical insurance) plus additional funding for dependents (\$5,000 per year for spouse plus \$2,500 per year per child).
- Information necessary for a DS 2019 form.