

Which Visitor or International Employee needs to be approved through RAMP Export Control?

Last Updated 02/10/23

SECTION 1

Ramp Type: *Visiting Scholar*

All Visiting Scholars

- Domestic/International
- Paid/Unpaid
- Short/Long-Term
- Unpaid recent graduates with F-1 OPT or J-1 Academic Training

Visiting Scholar Definitions and Examples:

- ❖ **Unpaid Visiting Scholar**—Invited by an FSU faculty member to come to FSU to collaborate on research, lecture, and/or observe for a time period. Unpaid VS receives no funds from FSU and shows home government, institution, company funding, scholarship or personal funding. Receives a VS courtesy appointment to have access to university resources. This includes US citizens and US permanent residents as well as international visitors.

Examples:

- Faculty member on sabbatical from another university invited to FSU to collaborate on research for time period.
- Researcher, faculty member or professional from international institution invited to participate in research project or observe at FSU for time period.
- Recent graduate (FSU or other university) invited to further their research (unpaid). This allows recent graduates to avoid impacting Optional Practical Training or Academic Training options while looking for a regular position.
- International undergraduate student coming as J-1 student intern for supervised research.
- Unpaid postdoctoral scholars with support from home government, foundation, fellowship, etc.
- A renowned subject area expert (i.e., professional dancer, artist, coach, writer)

- ❖ **Paid Visiting Scholar**—Invited by an FSU faculty member to come to FSU to collaborate on research, and/or observe (not identified through a search committee and not to fill any permanent, salaried FSU position) who will receive a part-time appointment from the FSU department. This appointment cannot be for more than half time, unless the researcher is an international undergraduate student coming from outside the U.S. (see example below). The minimum rate per hour must meet or exceed the rate for a comparable level of regular part-time appointment. This includes domestic as well as international. Local domestic hire (lives in the area and applies for a position at FSU WOULD NOT be a Visiting Scholar)

Examples:

- Researcher invited by FSU faculty member to come to FSU to collaborate on research for a time period and will receive a part-time appointment.
- International undergraduate researcher doing supervised research (J-1 student intern) must be paid for at least 32 hours per week, **if** appointed at FSU.
- Researcher, post-doc, or lecturer receiving partial pay from a fellowship, scholarship, or home institution and partial pay from FSU.
- Expert or professional invited to FSU receiving an honorarium or one-time pay if stay exceeds 14 days (use Short-term option under Visitor if stay is less than 14 days)

Note: FAMU employees and students who require a courtesy appointment at FSU are not considered Visiting Scholars. See Section 3 below for data entry requirements.

SECTION 2

Ramp Type: *Visiting Scholar* OR *International Employee* (on RAMP, Visa I 129 Part 6)

- Any U.S. citizen or permanent resident (green card holder) who has a year or more of employment or training in a country of concern (China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela).

SECTION 3

Ramp Type: *International Employee* (on RAMP, Visa I 129 Part 6)

1. All H1B, O-1, E-3, and TN Sponsored Employees;
2. All J-1 Non-Students/Non-Visiting Scholars;
AND
3. All other international appointments (Paid/Unpaid) who:
 - a. reside in one of the departments shown in Appendix A and
 - b. will occupy one of the job classifications shown in Appendix B.

International Employee Definition and Examples:

International hires who will receive an FSU sponsored visa such as an H1-B, O-1, E-3, TN, or J1. (Check with CGE to confirm that proposed appointment qualifies for visa sponsorship.) This category also includes full-time or part-time international employees who already have authorization to work in the US (e.g., F-1 OPT, other EAD) who will reside in a department shown in Appendix A and will occupy one of the Appendix B job classifications.

Examples:

- International who will be appointed to any faculty teaching or research position, if needing FSU sponsorship or in Appendix A department/Appendix B job classification
- International who will be appointed to a staff position (OPS, USPS, A&P), if sponsored by FSU for an H-1B, O-1, E-3, TN, J-1, or in Appendix A department/Appendix B job classification
- Postdoctoral scholar, if sponsored by FSU or in Appendix A department/Appendix B job classification
- Graduate Assistant (all J-1 plus those in other visa classifications in Appendix A departments)
- FSU international student in paid position (current students offered PT campus jobs) if J-1 or in Appendix A department/Appendix B job classification
- International unpaid researcher collaborating from abroad who needs courtesy appointment and is working with Appendix A department

This International Employee category should not be used for internationals being invited to FSU who will receive a part-time appointment from the department and do not currently have any work authorization. These individuals are in the "Visitor" (Visiting Scholar/Paid) category.

Special Instructions for FAMU employees and students:

RAMP EC approval using a Request Type of *Visa* is required for:

1. Any FAMU employee or student who is not a US Citizen, and
2. needs a courtesy appointment at FSU to access facilities, and
3. the criteria of department and job code are met.

Please indicate that the candidate is a FAMU student on the Basic Information Page, in Question 3, as shown below:

3. * Title (max 50 characters):

Smith, John GRA (FAMU student)

Departments required to go through RAMP		
School Description	Dept	Dept Description
AVP Facilities	024000	Environmental Health & Safety
AVP Public Safety	026000	Public Safety
Office of the Provost	057050	Innovation Hub
College of Arts & Sciences	059000	Ctr Ocean Atmos Prediction Stu
College of Arts & Sciences	069000	Earth, Ocean & Atmospheric Sci
College of Arts & Sciences	071000	Geophysical Fluid Dynamics Ins
College of Arts & Sciences	073000	Inst of Molecular Biophysics
College of Arts & Sciences	074000	Biological Science
College of Arts & Sciences	074006	Biology Psychobiology
College of Arts & Sciences	075000	Chemistry & Biochemistry
College of Arts & Sciences	080000	Computer Science
College of Arts & Sciences	081000	Mathematics
College of Arts & Sciences	084000	Physics
College of Arts & Sciences	086000	Nuclear Services
College of Arts & Sciences	096000	Aerospace Studies
College of Arts & Sciences	097000	Military Science
Office of Distance Learning	107000	Office of Distance Learning
Northwest Regional Data Center	112000	Northwest Regional Data Center
The Graduate School	113015	Materials Science & Eng.
College of Business	116000	Management Information Systems
College of Business	116004	Ent, Strategy, & Info Systems
College of Business	116005	B. Analytics InfoSys. S. Chain
College of Arts & Sciences	137000	Scientific Computing
College of Nursing	140002	Nursing Department
College of Criminology	141000	Coll of Criminology & Crim Jst
College of Criminology	141010	Crimn & Public Policy Reas Ctr
Inst for Sci & Public Affairs	153000	Ctr for Biomed & Toxic Rsch
College of Soc Sci & Pub Pol	166000	Geography
International Programs	179000	International Programs
Learning Systems Institute	186000	Learning Systems Institute
College of Medicine	200000	Dean College of Medicine
College of Medicine	200002	COVID Testing Operation
College of Medicine	200003	COVID SAFER
College of Medicine	201000	Medicine Instruction
College of Medicine	201001	Medicine Info Technology
College of Medicine	201003	Med Finance & Administration
College of Medicine	201004	Med Public Affairs & Communica
College of Medicine	201008	Med Facilities and Operations
College of Medicine	201100	Clinical and Community Affairs
College of Medicine	202000	Med Academic Affairs
College of Medicine	202001	Medical Education
College of Medicine	202002	Medical Library
College of Medicine	202003	Med Clinical Learning Center

College of Medicine	202004	Med Faculty Development
College of Medicine	202005	Med Curriculum Devp Evaluation
College of Medicine	202006	Graduate Medical Education
College of Medicine	202008	Med Outreach & Advising
College of Medicine	202009	Medicine Student Affairs
College of Medicine	202010	PA Program
College of Medicine	202011	Instructional Design and Media
College of Medicine	202100	COM Residency Prog Administrat
College of Medicine	202101	COM OBGYN Residency Program
College of Medicine	202102	COM Pediatric Residency Prog
College of Medicine	202103	TMH Internal Med GME Program
College of Medicine	202104	LMHS Family Med GME Program
College of Medicine	202105	DA-TLH Dermatology GME Program
College of Medicine	202106	TMH General Surgery GME Prog
College of Medicine	202107	DA-TLH Dermatology Residency
College of Medicine	202108	SMH Internal Medicine
College of Medicine	202109	SMH Emergency Medicine GME Pro
College of Medicine	202110	WHH Family Medicine GME Progra
College of Medicine	202111	AC Psychiatry GME Program
College of Medicine	202112	TMH Internal Medicine Archbold
College of Medicine	202113	LH Psych Fellowship Program
College of Medicine	202114	SMH Hospice & Palliative Care
College of Medicine	202115	LH Internal Med CC GME Program
College of Medicine	202116	SMH Emergency Medical Services
College of Medicine	202200	FMPP Operations
College of Medicine	202300	COM Clinical Services Admin
College of Medicine	202400	FSU SeniorHealth
College of Medicine	202403	FSU PrimaryHealth
College of Medicine	202404	FSU Behavioral Health(TM)
College of Medicine	202500	Interdisciplinary Medical Sci
College of Medicine	203001	Medicine Orlando
College of Medicine	203002	Medicine Pensacola
College of Medicine	203003	Medicine Sarasota
College of Medicine	203004	Medicine Tallahassee
College of Medicine	203005	Medicine Rural Track
College of Medicine	203006	RMS Campus- Daytona Beach
College of Medicine	203007	RMS Campus- Ft Pierce
College of Medicine	203008	Immokalee Med Sc Training Site
College of Medicine	203009	Panama City Med Sch Training S
College of Medicine	204000	Medicine Biomedical Sciences
College of Medicine	205000	Medicine Clinical Sciences
College of Medicine	205001	Autism Institute
College of Medicine	206000	Family Medicine & Rural Health
College of Medicine	206001	Rural Medical Education Dvlpmt
College of Medicine	207000	Geriatric Medicine
College of Medicine	207002	Center for Medicine and Law
College of Medicine	208000	Behavioral Sci and Social Med

College of Medicine	208003	Medicine Health Affairs
College of Medicine	208004	Center for Integrated Health
College of Medicine	208006	Translational Behavioral Resea
College of Medicine	209000	MED Research & Grad Prgms
College of Medicine	209003	Med Outreach & Advise Archive
College of Medicine	209005	Translational Science Lab
College of Medicine	209006	MRI Facility
College of Medicine	210000	Med Health Affairs Archive
College of Medicine	211000	Med Student Affairs Archive
College of Engineering	212000	Dean College of Engineering
College of Engineering	212004	Engineering Machine Shop
College of Engineering	212006	Engineer Comp & Multimedia Svc
College of Engineering	212007	Engineering Library
College of Engineering	212008	Engineer Undergrad Acad & Stdt
College of Engineering	212016	Engineering Marketing
College of Engineering	213000	Challenger Learning Center
College of Engineering	214000	Chemical Engineering
College of Engineering	215000	Civil & Environmental Engineer
College of Engineering	216000	Electrical & Computer Engineer
College of Engineering	217000	Industrial & Manufacturing Eng
College of Engineering	218000	Mechanical Engineering
College of Engineering	218004	Mech Engineering Lab
Office of Research	219000	VP Research
Office of Research	224000	FSU Coastal & Marine Lab
Office of Research	225000	Ctr for Advanced Power Systems
Natl High Magnetic Field Lab	227000	Natl High Magnetic Field Lab
Office of Research	260000	Florida Climate Institute
Office of Research	262000	Ctr Genomics&Personalized Med
College of Engineering	283000	FL CTR for ADV Aero-propulsion
College of Engineering	283200	Aero, Mech, Energy Center
Panama City Campus	301280	PCC Computer Science
Panama City Campus	301900	PCC College of Applied Studies
Panama City Campus	301910	PCC Public Safety & Security
AVP Financial Services	305050	PCC Police & Public Safety
College of Arts & Sciences	563000	Program in Neuroscience

Job Codes required to go through RAMP

1. **All faculty** occupying a salaried position regardless of job code;
2. Staff positions residing in the job family, **Scientific & Research Services**;
AND
3. All appointments in the following job codes:

Staff	
4609	Engineering Technician
4613	Technical Research Designer
5017	Lab Technician
5033	Field Scientist
5045	Laboratory Researcher
5083	Teaching Laboratory Specialist
5127	Industrial Safety & Health Tech
6514	Scient Glassblower
7233	Scientific & Research Techn
7234	Research Assistant
9300	Scientific Research Specialist
9301	Research Engineer
9302	Research Scientist
9303	Research Vessel Captain
9339	Data Analyst
9342	Senior Licensing Manager
9343	Licensing Specialist
9250R	Director, Science & Research
9251R	Assoc Dir, Science & Research
9252R	Asst Dir, Science & Research
9253R	Prgrm Dir, Science & Research
9255R	Program Manager, Science & Research
9389	Research Coordinator
9342	Senior Licensing Manager
9423	Data Engineer
9492	Data Manager
9608	IRB Administrator

OPS Faculty	
90804O	Research Faculty I Adj
90809O	Res Faculty I V. in Lieu Adj
9080AO	Research Faculty I OPS
90814O	Research Faculty II Adj
90819O	Res Faculty II V. in Lieu Adj
9081AO	Research Faculty II OPS
90824O	Research Faculty III Adj
90829O	Res Faculty III V. in Lieu Adj
9082AO	Research Faculty III OPS
91604O	Adjunct Scholar Scientist
91609O	Scholar Scientist 9 Mo OPS
9160AO	Scholar Scientist 12 Mo OPS
91614O	Adjunct Asoc Scholar Scientist
91619O	Asoc Scholar Scientist 9Mo OPS
9161AO	Asoc Scholar Scient 12Mo OPS
91624O	Adjunct Asst Scholar Scientist
91629O	Asst Scholar Scientist 9Mo OPS
9162AO	Asst Scholar Scient 12 Mo OPS
91654O	Sr Research Assoc Adj
9165AO	Sr Research Assoc OPS
91664O	Adjunct Research Asoc
91669O	Research Asoc 9 Mo OPS
9166AO	Research Asoc 12 Mo OPS
91674O	Assoc in Research Adj
91679O	Assoc in Res V. in Lieu Adj
9167AO	Assoc in Research OPS
91684O	Asst in Research Adj
91689O	Asst in Res V. in Lieu Adj
9168AO	Asst in Research OPS

Job Codes Continued on Next Page

Faculty	
90019S	Professor 9 Mo SAL
9001AS	Professor 12 Mo SAL
90029S	Associate Professor 9 Mo SAL
9002AS	Associate Professor 12 Mo SAL
90039S	Assistant Professor 9 Mo SAL
9003AS	Assistant Professor 12 Mo SAL
90099S	Eminent Scholar 9 Mo SAL
9009AS	Eminent Scholar 12 Mo SAL
90809S	Research Faculty I 9 Mo SAL
9080AS	Research Faculty I 12 Mo SAL
90819S	Research Fac II 9 Mo SAL
9081AS	Research Fac II 12Mo SAL
90829S	Research Fac III 9 Mo SAL
9082AS	Research Fac III 12 Mo SAL
9130AS	Specialist, Computer Research
91659S	Sr Research Associate 9 Mo SAL
9165AS	Sr Research Associate 12Mo SAL
91679S	Associate in Research 9 Mo SA
9167AS	Associate in Research 12 Mo S
91689S	Assistant in Research 9 Mo SAL
9168AS	Assistant in Research 12 Mo SA
Other OPS	
003	Instructional/Lab Section Assistant
004	Research Assistant (non-laboratory)/Researcher
005	Laboratory Assistant
020	Professional Research Assistant
A024	Undergraduate Research Assistant
M9182	Graduate Research Assistant
*M9183	Graduate Teaching Associate
*M9184	Graduate Teaching Assistant
*W9185	Graduate Assistant in Teaching
Z9185	Graduate Assistant in Professional
M9189	Postdoctoral Scholar

Courtesy	
H9160	Scholar Scientist
H9161	Assoc. Scholar Scientist
H9168	Assistant in Research
H9182	Graduate Research Assistant (Courtesy)
*H9185	Graduate Teaching Assistant (Teaching)
H9189	Postdoctoral Assoc (Courtesy)
*H9901	Professor
*H9902	Associate Professor
*H9903	Assistant Professor

*** A RAMP request is only required for these job codes, IF the appointment includes a research assignment or responsibility.**

Any change in appointment from a teaching job code to a research job code requires a RAMP request.