



Visiting Scholar Overview:

Department Process to request a Visiting Scholar:

1. Send an email to the Chair and Dean requesting the Visiting Scholar/applicable appointment at least a month in advance (along with his or her CV) and include details of the visit (dates, what research will be conducted, who will be the sponsoring faculty member, and if a J-1 visa will be needed). Please note that appointments must be for a minimum of one month.
2. Once the Chair and Dean have approved, the request will be reviewed by the Provost. If approved by the Provost, a letter will be generated and signed.
3. The appointment letter will be sent to the visitor, along with required forms (background check, biographical forms, J-1 Sponsorship Application (if applicable), self-identity, etc.).
4. If the visitor requires a J-1, the sponsoring faculty member will need to work with him or her to complete and submit the J-1 Sponsorship Application at least three months before the anticipated start date.
5. Upon the visitor's arrival, the sponsoring faculty member will need to send regular updates regarding the progress and activities to Jennifer Bomar.

Incoming Visiting Scholar Process (if a J-1 is required):

1. Complete and return the J-1 Sponsorship Application to Jennifer Bomar (at least three months in advance of your start date) so that she can request a DS-2019.
2. Upon receiving the DS-2019, pay the SEVIS fee (~\$200).
 - a. For information/payment of SEVIS fee, please visit <https://www.ice.gov/sevis/i901>.
 - b. Please note that it is imperative to keep a receipt of the SEVIS payment, as you will need to take this with you to your visa interview at the U.S. Embassy/Consulate.
3. Pay for your visa via the DS-160 (~\$160) online application form and schedule an interview with a U.S. Embassy in your home country.
 - a. For more information on payment and scheduling an interview, please visit <https://travel.state.gov/content/visas/en/forms/ds-160--online-nonimmigrant-visa-application.html>.
 - b. Please note that it is strongly encouraged to apply for visas in your home country, as applying in a third country could delay the process.
4. After you have scheduled your interview, be sure to prepare all necessary forms and documentation that you will need to take with you on the day of your interview (DS-2019, Passport, Appointment Letter, etc.)
5. Once you arrive in the U.S., you will need to check in with Jennifer Bomar, **within 5 days of your start date**, so that she can validate your arrival within SEVIS.
 - a. It is important to note that you cannot arrive more than 30 days prior to the start of your program/appointment.
 - b. Please schedule a time with Jennifer ***prior to your*** arrival so that you can ensure availability, and please bring all required documents (signed DS-2019, passport/J-1 visa, insurance documentation, and copy of I-94.).

For more details regarding the overall process, as well as each step listed above, you may find the websites listed below helpful:

- <http://j1visa.state.gov/participants/>
- <https://www.internationalstudent.com/immigration/j1-student-visa/how-to-apply-j1-visa/>

Contact Information:

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