



# Visiting Scholar Application Form

## International Student and Scholar Services

300 College Park, Rike Center #204  
 Dayton, OH 45469-1701  
 Ph: (937) 229-2748 • Fax: (937) 229-2766

In partnership with Human Resources and the Office of the Provost, ISSS has established a formal procedure for all arrangements to sponsor and host international visiting scholars. The information collected through this form is necessary for administrative and immigration purposes and therefore should be submitted whether or not a visa is required.

To ensure that your Visiting Scholar has everything they need to arrive on schedule, this form should be submitted **by the UD faculty sponsor (host)** at least two months prior to the proposed appointment start date.

### **PART A: REQUIRED DOCUMENTATION**

The Visiting Scholar Application Form should be submitted along with the following documents:

- Copies of Visiting Scholar and dependent's (if any) passports
- Copy of Visiting Scholar's CV (English)
- Copy of financial documentation (English)
- Evidence of English proficiency (if not conducting interview)
- Original, signed invitation letter

*If submitting by campus mail, please refer to the address information on this form's header.  
 If submitting items electronically, please email Emily Grasso at [egrasso1@udayton.edu](mailto:egrasso1@udayton.edu).*

### **PART B: VISITING SCHOLAR INFORMATION**

Visiting Scholar	
Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____ Job title in home country _____	Address _____ City _____ State/Province _____ Country _____ Postal Code _____ Phone number _____ Email address _____ Emergency Contact: Name _____ Relationship _____ Phone number _____

Is the Visiting Scholar a US citizen or Permanent Resident (Green Card holder)?

Yes (if yes, this form is not required- visit Provost)       No

Has the Visiting Scholar been in J-1 or J-2 status in the last 24 months?

Yes, from \_\_\_\_\_ to \_\_\_\_\_       No

Is the Visiting Scholar currently in the US?

*If yes, please note: The Provost's office requires this Visiting Scholar application must still be submitted.*

Yes, current immigration status \_\_\_\_\_       No

Does the Visiting Scholar currently have a US visa?

*If yes, please note: The Provost's office requires this Visiting Scholar application must still be submitted.*

Yes, current visa type \_\_\_\_\_       No



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### **PART C: APPOINTMENT INFORMATION**

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Visiting Scholars are invited by "host" departments at the University of Dayton to engage in collaborative academic projects. These activities can include teaching, lecturing, observing, consulting in connection with a research project, departmental research, teacher/researcher training, or demonstrating special skills.

Visiting Scholar's anticipated **start** date \_\_\_\_\_

Visiting Scholar's anticipated **end** date \_\_\_\_\_

Total length of appointment \_\_\_\_\_

What academic field will this work fall under (e.g. theology, biology)? \_\_\_\_\_

What is/are the Visiting Scholar's primary objective(s)?

Research  Teaching  Observation

Other: \_\_\_\_\_

Please briefly describe the activity to be performed by the Visiting Scholar during his/her time here and identify the specific research area or area of instruction \_\_\_\_\_

*Note: Based on length of stay and type of appointment, scholar may be subject to HR background check.*

### **PART D: ENGLISH LANGUAGE PROFICIENCY**

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A new provision requires sponsors to use one of the following objective measures to determine an applicant's language proficiency. Please indicate below how you will demonstrate your applicant's English proficiency:

I have included a minimum TOEFL score of 80 on Internet-based test or 550 on paper-based test OR minimum score of 6.5 on IELTS; **or**

I have included signed documentation from an academic institution (other than UD) or English language school attesting to applicant's preparedness; **or**

I conducted an interview either in-person, by videoconferencing, or by telephone and certify that the applicant possesses the necessary English proficiency to perform the duties of this appointment.

**Date interview conducted** \_\_\_\_\_



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### PART E: FUNDING INFORMATION

Immigration regulations require proof of sufficient supporting funds. ISSS estimates a minimum of \$14870/year (\$1,240/month) is required to support a single Visiting Scholar at UD. An additional \$4,430/year (\$370/month) is required for an accompanying spouse and \$2,940 for an accompanying child (\$245/month).

UD funding must be in the form of a departmental letter. Non-UD funding must be in the form of a bank statement, income statement, or letter of guarantee clearly displaying the institution's name, the scholar's name, and the amount, duration, and purpose of the funding.

Type of Institution/Funding	Full Name of Institution	Amount of Funding for period of appointment		Does this funding come in part from government agencies to support the scholar and/or this exchange?
<input type="checkbox"/> University of Dayton	****	US \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> US Government Agency		US \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Exchange Visitor's Government		US \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other Organizations		US \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Exchange Visitor's Personal Funds	****	US \$		<input type="checkbox"/> Yes <input type="checkbox"/> No

### PART F: DEPENDENT INFORMATION

Dependent 1	Dependent 2
Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____	Relationship <input type="checkbox"/> Child Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____

Note on dependents: If additional dependent children will accompany, please notify ISSS.

If dependent children are included, the Visiting Scholar must specify how the child(ren)'s basic needs will be addressed while in the U.S.:

What arrangements have you made for your child(ren) to promote their intellectual, social, and physical growth?

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Who will supervise your child(ren) while you work? \_\_\_\_\_



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### **PART G: CERTIFICATION & DEPARTMENT APPROVAL**

We certify that, to the best of our knowledge, the information contained in this request form is true and accurate. Furthermore, we certify that the individual's program of research/teaching is consistent with his/her professional background and experience; and

As the sponsor of the Visiting Scholar, we agree that we will:

- 1) *Ensure that the Visiting Scholar completes a background check;*
- 2) **Ensure that the Visiting Scholar reports to ISSS within 10 days of his/her arrival to campus;**
- 3) *Ensure the Visiting Scholar obtains a Social Security card, if s/he will be compensated;*
- 4) **Schedule and accompany Visiting Scholar to appointment with HR (during this appointment, access will be obtained for campus ID card and Novell login);**
- 5) *Ensure that the Visiting Scholar's activities at UD are consistent with the objectives listed on his/her invitation letter;*
- 6) *Monitor the progress and welfare of the Visiting Scholar, providing any assistance/advice needed to facilitate the successful completion of the program;*
- 7) *Notify ISSS in writing when the Visiting Scholar has completed or withdrawn early from the appointment.*

Required Signatures		
Fac Sponsor _____ Signature _____ Date _____	Dept Chair _____ Signature _____ Date _____	Dean _____ Signature _____ Date _____