



## Guide for Inviting Visiting Scholars

### International Student and Scholar Services

300 College Park, Rike Center #204

Dayton, OH 45469-1701

Ph: (937) 229-2748 • Fax: (937) 229-2766

## INTRODUCTION

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### Who is a Visiting Scholar?

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 Scholars are generally professors, research scholars, specialists, or other individuals with similar education or accomplishments in their home country. Graduate students engaged in dissertation research are also eligible.

It is possible to invite a scholar for periods of as short as a few weeks, or for years at a time. Please note that the Visiting Scholar process cannot be used for ladder-track or tenured appointments. In addition, this process does not apply to U.S. citizens or permanent residents – contact the Provost's Office.

Visiting Scholars often enter the U.S. with a J-1 Exchange Visitor visa; in limited circumstances, other visas may suffice. ISSS will advise faculty members on the most appropriate immigration status according to information shared through the Visiting Scholar application process.

### What is the role of the Faculty Sponsor?

At the heart of educational and cultural exchange is the relationship between the faculty sponsor (host) and the Visiting Scholar. Visiting Scholars must be sponsored by a UD faculty member who is willing to act as an advisor to the proposed project or activity. As the faculty member inviting the Visiting Scholar, you are responsible for initiating this request and serving as his/her primary support person in the US.

## IN THIS GUIDE

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1. Step-by-step summary of invitation process, from inquiry to your scholar's arrival on campus
2. Discussion of immigration options and the J-1 Exchange Visitor visa
3. Detailed guide to completing the Visiting Scholar Application form & collecting all documents
4. Discussion of roles of all stakeholders (ISSS, HR, Provost, Faculty Host, Visiting Scholar)
5. Provost-approved template for departmental invitation letter

In partnership with Human Resources and the Office of the Provost, ISSS has established a formal process for all arrangements to host international visiting scholars at the University of Dayton. All international visitors invited by UD departments must be arranged through this process, whether or not they require assistance with a J1 visa (see part 3 for details).

Please read this guide carefully before following the steps below. If you have any questions while engaged in the invitation process, please contact Emily Grasso, [egrasso1@udayton.edu](mailto:egrasso1@udayton.edu).



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#### SUMMARY OF VISITING SCHOLAR PROCESS

Below, we provide a summary of the Visiting Scholar process, from inquiry to the scholar's arrival:



- Confirm that the Visiting Scholar is not a U.S. citizen or Permanent Resident ("Green Card" holder).
- Contact the ISSS office at least 2-3 months before your scholar's intended arrival date, to allow time for visa processing in the home country.
- Submit Visiting Scholar Application Form** w/ signatures from faculty host & dean, plus all accompanying documentation, via email to Emily Grasso at [egrasso1@udayton.edu](mailto:egrasso1@udayton.edu)
  
- ISSS will mail hard copies of immigration paperwork [if necessary] and the department's invitation letter to the scholar, for purposes of applying for a visa.
- The Visiting Scholar makes an appointment to obtain a visa at a US embassy or consulate in their home country.
- ISSS notifies HR and the Provost's office of the incoming Visiting Scholar.
  
- Housing:** ISSS maintains two UD guesthouses for Visiting Scholars. Space is limited. To reserve a space, faculty hosts should complete our [Scholar House Reservation Form](#). ISSS has also compiled a [list](#) of nearby off-campus apartments.
- Airport pickup:** Host faculty/departments are responsible for arranging airport transportation for incoming Visiting Scholars.
  
- ISSS will contact the scholar during the weeks leading up to the program start date to arrange a check-in appointment.
- Within 10 days of arriving to the US, the Visiting Scholar must report to ISSS** for immigration check-in and mandatory orientation. Plan for this appointment with ISSS to take at least one hour.
  
- Schedule an **appointment with Human Resources Records Manager** (937-229-2541) to submit all departmental paperwork, such as the PAF, etc.
- Access to the campus ID card and UD Novell login depends on timely completion of the above appointment & process.

#### Practical Notes:

1. Based on length of stay/type of activity, Visiting Scholars may be subject to a background check.
2. All scholars and accompanying dependents traveling on the J-1/J-2 visa must have health insurance coverage that meets Department of State requirements. ISSS will provide scholars with details on how to purchase coverage. See later in this guide for details.
3. If the Visiting Scholar will be compensated by UD, the terms of compensation must be clearly stipulated on the invitation letter, and a Social Security Number (SSN) may be necessary. In this case, our office recommends that the Visiting Scholar enter the U.S. before the program start date (immigration regulations allow J-1 visa holders entry into the US up to 30 days before the program start date). It typically requires about 2-3 weeks to process the SSN application.



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## IMMIGRATION OPTIONS

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### What is a J-1 visa?

A visa designed to foster global understanding through educational and cultural exchanges. This visa is commonly used by US universities to invite foreign academics to teach and/or conduct research on their campuses. All J-1 visa holders are expected to return to their home country upon completion of their program in order to share their exchange experiences. The J1 visa can be issued for visits as short as 3 weeks or as long as 5 years. Dependent spouses and children can apply for J-2 visas to accompany the Visiting Scholar. *Note: The J-1 visa **cannot be used** for ladder-track or tenured appointments.*

### What about the Visa Waiver Program or a Tourist Visa?

The Visa Waiver Program (VWP) enables most citizens or nationals of one of the 38 participating countries to travel to the United States for tourism or business for stays of 90 days or less without first obtaining a visa, when they meet all eligibility requirements. There is no flexibility under the Visa Waiver Program for extension of stay.

The J1 visa is **always** preferred for Visiting Scholars over the Visa Waiver Program or a B1/B2 tourist visa, since the purpose of the Visiting Scholar's travel is study and/or work. These purposes do not meet the eligibility requirement under VWP or B1/B2 visa, which permits short term visits to attend conferences or short-term training, but does not permit educational exchange or research visits.

ISSS will review your Visiting Scholar Application Form and associated documents, in order to advise on the most appropriate immigration options for your proposed visitor.

## COMPLETING THE VISITING SCHOLAR APPLICATION FORM

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Download the form at our [website](#). This must be completed for all prospective Visiting Scholars, whether or not a visa is necessary (unless green card holder). As you move through the form, use the tips below:

### Part A – Required documentation.

The Visiting Scholar must send their faculty host scanned color PDFs, in English (other than passport), of all documents listed in this section. The faculty member will then draft the invitation letter using the template given on page 5-6 of this guide.

The invitation letter is the driver for much of the invitation process, including the issuance of immigration paperwork and HR and Office of Provost-related processes. It is critical that the invitation letter **accurately, clearly, and thoroughly** states the nature, purpose, and duration of the appointment.

### Part B – Visiting Scholar information.

Request your Visiting Scholar to provide biographical information, and to carefully answer the questions regarding current/previous immigration status. This information is necessary to properly advise you on immigration options for the upcoming visit.

### Part C – Appointment information.

Prepare a specific description of activities and expectations. What specifically will the Visiting Scholar do here? What work is expected to be completed? In addition, when selecting a time period for this visit, note that the program start date should be at least 2 months in the future; that is, two months of lead time is typically needed for the Visiting Scholar to prepare their visit.

### Part D – English language proficiency.

In addition to being required by immigration regulations for J1 exchange visitors, it is also a policy of the university to ensure the Visiting Scholar is prepared to engage in the expected research or teaching activities.



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#### Part E – Funding information.

U.S. immigration regulations require that ISSS verify and document adequate funding arrangements for all incoming scholars. Refer to the Visiting Scholar Application Form for exact amounts. The scholar's funding source and amount must be clearly stated in the invitation letter.

#### Part F – Dependent information.

Request your Visiting Scholar to provide biographical information for their accompanying spouse and/or child(ren) under the age of 21.

#### Part G – Certification & department approval.

Please collect all required signatures before submitting your completed application.

Please gather all required documents, and attach all files with your completed VS application to [egrasso1@udayton.edu](mailto:egrasso1@udayton.edu). As an alternative, send hard copies through campus mail, +1701.

### ROLES & RESPONSIBILITIES

Role of Faculty Sponsor	<ul style="list-style-type: none"> <li>• Submits Invitation Letter, Visiting Scholar Application Form and other supporting documents to ISSS</li> <li>• Submits the PAF or Non-Employee /Non-Student Information Sheet, whichever is appropriate, to HR</li> <li>• Arranges transportation to and from the airport</li> <li>• <b>Schedules and accompanies Visiting Scholar to appointment with HR to complete important paperwork after arrival to campus.</b></li> <li>• Provides space, computer, email account (HR), and library access (HR)</li> <li>• Arranges campus housing, or assists VS to find off-campus housing</li> <li>• Ensures Visiting Scholar is fulfilling his/her academic/work obligations</li> <li>• Involves Visiting Scholar in department, academic, and social events</li> <li>• Addresses Visiting Scholar's personal needs</li> </ul>
Role of ISSS	<ul style="list-style-type: none"> <li>• Serves as first point of contact at UD for Visiting Scholar inquiries</li> <li>• Forwards invitation letter to Provost's Office for classification determination (non-employee/non-student or adjunct)</li> <li>• Prepares DS-2019, which is used to obtain J-1 visa, and generates Banner ID</li> <li>• Sends final package which includes immigration documents, invitation letter, etc.</li> <li>• Provides initial immigration orientation upon arrival</li> <li>• Provides ongoing immigration advising</li> <li>• Organizes group activities for exchange visitors</li> <li>• Reserves and maintains rooms in Scholar House</li> </ul>
Role of Provost's Office	<ul style="list-style-type: none"> <li>• Reviews the invitation letter to determine classification of visiting scholar (Non-employee/non-student or adjunct)</li> <li>• Notifies the department chair, faculty sponsor and HR as to the classification determination and the appropriate paperwork to complete.</li> </ul>
Role of Human Resources	<ul style="list-style-type: none"> <li>• Collects PAF or Non-Employee/Non-Student forms, approvals, and supporting documents as required, in order to activate campus account &amp; UD log-in.</li> <li>• Notifies sponsoring department when scholar accounts are ready and UD ID can be obtained. Performs I-9/E-Verify process when necessary based on what is appropriate for work status with the University.</li> <li>• For assistance with the I-9/E-Verify process visit <a href="http://www.uscis.gov/i-9-central">http://www.uscis.gov/i-9-central</a>.</li> </ul>



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#### INVITATION LETTER TEMPLATE

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The invitation letter has three purposes: 1) communicate important university policies; 2) communicate expectations of the arrangement; and 3) determine UD's internal classification the Visiting Scholar.

Please complete all sections in **red**. Send the finalized, signed invitation letter on department letterhead to Emily Grasso +1701. **Do not send the invitation letter to the Visiting Scholar**. International Student & Scholar Services will send it on your behalf.

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name],

On behalf of [Name of Department], I am pleased to invite you to be a Visiting Scholar at the University of Dayton. This invitation is effective for the period of [Start Date of Appointment] to [End Date of Appointment]. During this period, you will be engaged in [Describe Program Activities].

#### Funding

The University of Dayton shall provide compensation of \$[Dollar Amount] per [Month/Year]. University at Dayton will also provide you with [Office]/[Lab]/[Other Resources], the use of a computer and access to library facilities.

OR

It is my understanding that you will provide your own funding to cover all the expenses of your stay at the University of Dayton, including health insurance for yourself and your accompanying dependents, if any, and any visa and passport fees. The University of Dayton will provide you with [Office]/[Lab]/[Other Space] (which may be shared), the use of a computer, and access to library facilities.

Additionally, the Center for International Programs will provide complimentary access to the RecPlex, the university's comprehensive on-campus recreational facility.

#### Housing

It will be your responsibility to find housing for yourself (and your family, if applicable) for the duration of your stay at the University.

OR

We have arranged for you to stay in the Scholar House, a small, residential property exclusively for Visiting Scholars. The Scholar House is conveniently located on our main campus. Your expected move-in date is [Date Approved by ISSS]. Your expected move-out date is [Date Approved by ISSS]. [Note: Requests to stay in the Scholar House must be submitted through the Scholar House Request Form. A submitted request is not a guarantee of space. You will be notified by email if space is available.]

#### University Policies

As a Visiting Scholar, you will be a member of the University community and are therefore expected to conduct yourself in accordance with University policies. By participating in our Visiting Scholar program, you agree to comply with all University policies and procedures applicable to your presence at the University, and you also agree to follow the directions and guidance of the [insert Name of Department], [insert faculty host name] and other personnel at the University who have oversight responsibilities for Visiting Scholars.



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#### Health Insurance (if J-1 visa is necessary)

The U.S. Department of State (DOS) requires individuals entering the US on a J-1 visa to have medical insurance coverage during their stay in the U.S. The DOS also requires that J-2 dependents have medical insurance that meets DOS regulatory requirements. You may select the medical insurance that is best for you and any family; however, when selecting insurance, please note that the insurance must include at least:

- \$100,000 per accident or illness
- Medical evacuation in the amount of \$50,000
- Repatriation coverage for up to \$25,000
- A deductible of no more than \$500 per illness

Purchasing health insurance at these levels of coverage will ensure you meet DOS and University of Dayton requirements. We do not recommend purchasing health insurance in your home country to cover you during your stay in the U.S. as the terms, conditions, and coverage may not meet DOS requirements. We recommend purchasing health insurance from a U.S. health insurance provider **prior to arriving to the U.S.** Here is a list of insurance companies with a long history of serving international students and scholars:

- ISO: [www.iso.org](http://www.iso.org)
- HTH Worldwide: [www.hthstudents.com](http://www.hthstudents.com)
- Study USA-Healthcare: [www.travelinsure.com/what/susahigh.htm](http://www.travelinsure.com/what/susahigh.htm)

Although the above alternate policies are available for your purchase, you are free to purchase other insurance policies that meet all of the minimum standards described above.

#### Background Check

Lastly, please note that if you will be on campus for more than 90 days and/or instructing students, a background check is required and must be initiated prior to your arrival.

We look forward to welcoming you to the University of Dayton. If you have any questions, please feel free to contact me.

Sincerely,  
[Signature]  
[Name]  
[Title]