
Visiting Scholar Policy and Procedures

Introduction

The J-1 Exchange Visitor Program is administered by the U.S. Department of State (DOS) for the express purpose of promoting international educational exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries. Exchange is truly at the core of the program and based on this philosophy and directive. International visitors who come to the University of Illinois at Urbana-Champaign (UIUC) provide significant benefits for the members of the College of Education community. Interaction with international visitors allows for mutually beneficial relationships, on both individual and institutional levels. These relationships provide a range of possibilities, including research and teaching collaboration, student and faculty exchange, increased international student enrollment, broad institutional linkages, as well as less formalized intellectual and professional benefits afforded through interactions with new colleagues.

Visiting scholars are not employed by the University during their stay. Status as a visiting scholar enables them to participate generally in the scholarly and scientific life of the University community and affords the following privileges:

- Library borrowing privileges as provided by Library regulations.
- Computing privileges, including email.
- Access to recreational and other facilities, which may require payment of a fee.
- Local bus pass.

Purpose of this Policy

1. Provide clear guidelines for the appropriate protocols to follow when inviting international visitors to the College.
2. Ensure that there is effective and appropriate communication throughout the planning process and the actual hosting period.
3. Clarify how the Office of International Programs will assist in the planning process to ensure successful visits for international visitors.

Policy

All requests to host international visitors will follow the College's approved procedural guidelines (below) before an official invitation is provided. The guidelines help ensure that all University legal, policy, and resource commitment concerns are addressed prior to the arrival of international visitors on campus. This policy applies only to international visitors who will receive payment or reimbursement from the University, need assistance with visa processing, or need any of the following resource commitments: computer/internet access, library access, office or workspace, ID card, living arrangements, health care, access to courses, or an official letter confirming the visit.

College of Education Procedural Guidelines for Inviting and Hosting International Visitors

1. Units or individuals planning to invite international visiting scholars to campus need to submit the Visiting Scholar Request form <https://go.illinois.edu/Ed-Visiting-Scholar> as soon as possible. The completed form will be reviewed by the visa coordinator, staff in the Office of International Programs, and the relevant unit executive officer for consideration and approval. In addition, college approval will be needed when the visit includes a budget and use of College resources.
2. Staff in the Office of International Programs may meet with faculty host and/or visiting scholar to discuss the specific nature of the visit and to determine what University and College protocols need to be followed. Visits to the College by visiting international students and scholars have different purposes (e.g., private visits, sabbaticals, post-doctoral fellowships, short-term employment, guest speakers, research collaborators, etc.). Each of these types of visits has a different set of legal and administrative requirements, and the initial consultation with Office of International Programs staff will identify the proper protocols to follow.
3. Office of International Programs staff, in close collaboration with the host, host unit office staff, and the visa coordinator, will assist in the development and processing of any required paperwork, including drafting and sending letters of invitation, processing of entry visas, and processing any forms required for payment to be made to the visitor.
4. All commitments for University and College resources will need approval, via the Visiting Scholar Request form, from the appropriate unit administrator **BEFORE** an official letter of invitation is sent.
5. The faculty host will pay all required fees for the host's visiting scholar(s) from an approved University account in which there are sufficient funds to cover the fee(s).
6. The Visiting Scholar will complete check-in procedures upon arrival and attend an orientation session with the Office for International Programs.
7. Visiting Scholars and the faculty host will communicate with Office for International Programs on research progress every eight weeks.

Recommended Timelines (dependent on timely completion of ISSS forms by the visiting scholar and faculty host)

1. Visiting Scholars who will only be on campus for a few days will require fewer College resources and services. In these cases, the initial request for approval should occur **at least one month prior** to the visit.
2. Planning for international visiting scholars who require visa processing should begin **at least three months prior** to their expected arrival.

Appendix:

Responsibilities:

1. Faculty Host
 - a. Complete an online form and provide all documentation.
 - b. Provide a University account with sufficient balance to cover the visiting scholar processing fee(s).
 - c. Complete an assessment determining the visiting scholar has sufficient proficiency in the English language to participate successfully in his/her/their program and to function on a day-to-day basis in the United States.
 - d. Supervise the visiting scholar's J-1 program and monitor the progress and welfare of the scholar throughout his/her/their program.
 - e. Inform the visiting scholar of the terms and conditions of his/her/their visit.
 - f. Notify the visa coordinator in advance of any changes to the J-1 scholar's program.
2. Visiting Scholar:
 - a. Arrive and check in with ISSS within 30 days of the start date listed on DS-2019.
 - b. Meet with the College of Education visa coordinator and arrange to attend an ISSS check in and orientation.
 - c. Participate in an orientation with College of Education Office of International Programs.
 - d. Purchase medical insurance for self and J-2 dependents prior to arrival at UIUC. Insurance requirements are set by the US Department of State and are listed in the J-1 program handbook.
 - e. Carry out activities as outlined in one's Research Proposal.
 - f. Provide an exact departure date to the visa coordinator.
3. Department:
 - a. Approve the Visiting Scholar application.
 - b. Authorize any departmental resources.
 - c. Assume responsibility for the scholar if faculty host is unable or unwilling.
4. College:
 - a. Visa Coordinator
 - i. Process the visa paperwork.
 - ii. Send an offer letter.
 - iii. Monitor arrivals and departures of visiting scholars and report this information to ISSS.
 - iv. Meet with the visiting scholar upon arrival and provide Campus and College check in procedures.
 - b. Director of Office of International Programs
 - i. Host a welcome orientation.
 - ii. Ensure that all federally required procedures are followed.
 - iii. Host the visiting scholar for research opportunities, presentations, and cultural events.
5. International Student and Scholar Services (ISSS)
 - a. For clarification on role of ISSS, see <https://iss.illinois.edu/>.