Step-by-step guide for hosting international visitors

Process 1: Determining who is and who is not a visiting scholar

If the visitor you intend to invite falls under any of the below category, your visitor is a visiting scholar. Refer to the process map on the second page to complete the required processes.

- Unpaid visiting faculty from other academic institution (domestic or foreign).
- Fulbright scholars, graduate student researcher not enrolled as degree or non-degree seeking students (non-degree seeking enrollment includes auditing a class, taking a course for credit, independent study for credit, earning a formal internship credit for their participation in research activities).
- Individuals from industry, government, and other institutions, including non-profits and non-governmental organizations without a sponsored research agreement.

Click here to see who does not qualify as visiting scholar. No additional approval process is required to host visitors who are not considered as visiting scholars except for student interns. Student interns not considered as visiting scholars can participate only in internship programs approved by the Provost's office (see instructions on how to get your internship approved here).

Visitor might require visa to visit. Please consult with International Students and Scholars Office about visa requirements and process.

Timeline for review process

Many different university units are involved in the review process. Review process can take at least two weeks. For international visiting scholars requiring visa sponsorship, it is necessary to build in additional time for proper review by both the Office of the Senior Vice President and Provost and the International Students and Scholars Office. For instance, for all international visiting scholars who will require a J-1 visa interview at a U.S. embassy or consulate, it is strongly suggested, at a minimum, ninety (90) days before the proposed start of the visit to initiate the International Students and Scholars Office processes.

Process 2: Understanding the process to host visiting scholars

Pre Approval	Identify visiting scholar	Consult with department chair/director (Support staff list)	Collect information for visitor request (Information list)	Submit visitor request form using link below https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237
Approval	Department Chair/Director approval	Office of Research Ethics reviews Export Control Worksheet	College /Unit designee approval	Senior VP and Provost office approval (**Only** if visit duration is 14 consecutive days or more)
Post Approval Step 1	Host & Department chair/Director notified about the request status	Host & Department Chair/Director jointly issues Letter of Invitation to the visiting scholar	Office of Research Ethics requests visiting scholar to complete Conflicts of Interest and Commitment Disclosure. (Not required if the visitor will not be involved in university research)	
Post Approval Step 2	Office of Risk Management initiates background check (**Only** if visit duration is 14 consecutive days or more)	Visiting scholar notified directly by the system to sign Visiting Scholar Agreement form	Host consults with International Students and Scholars Office about visa requirement for the visitor	
Visa sponsorship	Does visiting scholar require J1 VISA for visit? **YES** → Start J1 process in Cystart	ISSO reviews and issues DS 2019	Host mails DS 2019 to the visitor so visitor can apply for J1 Visa.	Prepare to receive the visitor (see instructions on next page).
	NO →			

Process 3: Getting ready to host visiting scholars

Pre-arrival information for host and visitor. Share relevant information with your visitor and prepare them for their visit.

A. **Administrative fee**: Visiting scholar will be assessed $500 administrative fee upon arrival. Each visiting scholar will be assessed this fee via the U-Bill. The visiting scholar must pay the fee within 90 days of issuance of the U-Bill. Failure to pay will result in termination of the agreement. Fulbright scholars and Borlaug fellows will not be assessed administrative fee.

B. **Insurance -** All international visiting scholars are required to enroll themselves and their accompanying dependents in the Iowa State University Student and Scholar Health Insurance (SSHIP) regardless of nonimmigrant status or length of visit. The cost of the monthly premiums for Student and Scholar Health Insurance is in addition to the administrative fee assessed to the visiting scholar. Enrollment must be completed within 31 days of the visiting scholar's arrival.

C. **Oversight –** The Individual Host is responsible for hosting and facilitating the visit and ensuring that the visit concludes satisfactorily.

D. Administrative Host – After the University grants the Visiting Scholar designation, the Administrative Host then is responsible for the following during the visit:

   a. **Office Space** – providing space for the visiting scholar, if appropriate.

   b. **Orientation** – orienting the visiting scholar to applicable University policies and resources.

   c. **Appropriate Use of University Facilities** – ensuring that authority for use of University facilities or access to University facilities is appropriate and issuing the appropriate authorization letters, if applicable.

   d. **Training** – ensuring that the visiting scholar receives all required University training (e.g. non-discrimination and anti-harassment training, health and safety for the facilities and equipment, if any, they will use during the visit and/or other mandatory training).

   e. **University Identification Card (ISU Card)** – determining whether an ISU card is necessary for the visiting scholar.

   f. **Iowa State Access Account and email address** – determining whether an Iowa State email address is necessary.

E. **Conclusion of Visit –** The Individual Host and/or the Administrative Host must ensure that the visit concludes satisfactorily. The Administrative Host also must ensure that the visiting scholar returns all issued office or laboratory keys, the ISU card (if one is issued), and all credential upon completion of the visit. The Individual Host must also notify the ISSO via issoscholar@iastate.edu of the departure of international visiting scholar.

❖ Library

- ❖ Administrative Support Staff in your college office
- ❖ Visiting Scholar Request form
- ❖ Export Control Worksheet
- ❖ Letter of invitation
- ❖ Visiting Scholar Agreement form
- ❖ Cystart- Web portal for requesting J1 Visa documents