The J-1 Visa Sponsorship Process – Paid Visiting Scholar

1. **Sponsor consults with the Office of Faculty Affairs**
   - Use the pay rate available on the FA form to make an unofficial offer; RGS can provide guidance in planning the grant budget.

2. **Sponsor requests approval to invite the international visiting scholar**
   - Sponsor verifies that the international visiting scholar has the following: sufficient English language proficiency, the appropriate education and degrees, insurance, & funding.

3. **FA reviews the request and follows up with Sponsor for missing or unclear information**
   - Use the request form & secure all required signatures – Send completed packet to Carmen Lichtscheidl in FA.

4. **FA drafts an official appointment letter and submits it with the finalized request form to the Vice Provost**
   - FA works in consultation with TUC to make sure the funds are available.

5. **Once Vice Provost signs the appointment letter, the Sponsor is notified. The appt. letter is used to create the DS2019/SEVIS**
   - FA works in consultation with the Vice Provost to finalize the form in anticipation of approval.

6. **When the scholar arrives, FA provides a mandatory orientation, verifies insurance & other documents, verifies English language proficiency, etc.**
   - Appointment letter distributed to: PI, Dean, Chair, TUC liaison, TUC HR, Interim AVP of FA.

7. **The Sponsor serves as point of contact for the visitor; FA will request a report every semester of the cultural experiences & a status update.**
   - The Sponsor is responsible for monitoring the visiting scholar’s activities and pay, if applicable.

8. **When the visit ends, FA will update the SEVIS; visitor will have 30 days to leave the country**
   - The information provided in these reports will be submitted to IESC for our annual report to the government.

   - Sponsor is responsible for submitting all of the required documentation to TUC to terminate the appointment.

---

FA: Office of Faculty Affairs
IESC: International and Exchange Student Center
RGS: Office of Research and Graduate Studies
SEVIS: Student and Exchange Visitor Information System
TUC: The University Corporation

Last update: 04/19/16