



## Inviting Visiting Scholars Protocol

1. Potential scholar makes themselves known to a potential mentor on campus.
2. Mentor determines the appropriateness of the scholar's work to their own.
3. Mentor secures approval from their dean and an invitation letter is issued.
  - a. Must include
    - i. Dean's signature
    - ii. Dates of visit
    - iii. Sponsoring department
    - iv. Research project and academic expectations
    - v. Funding source
4. Material collected for the issuance of DS-2019.
  - a. Biographical page from passport
  - b. Proof of funding (\$2,000 per month)
  - c. Proof of English proficiency
  - d. CV
  - e. Research plan
5. DS-2019 issued and mailed to potential scholar.
6. Potential scholar meets with embassy official and J1 visa is approved or denied.
7. Scholar arrives in US and checks in with the ISSS to be registered in SEVIS.
8. Scholar meets with mentor and enacts research plan.
  - a. Publishable manuscript
    - i. Process determined by mentor and scholar
  - b. Audit (sit in) on class
    - i. Classes are chosen in conjunction with mentor and in consultation with Dean and mentor introduces scholars to professor.