

Faculty Responsibility for Hosting a Visiting Research Scholar

Updated July 2019

Department will assist the sponsoring professor with the visiting scholar process but the professor must serve as the point of contact for *all* correspondence from the scholar and is responsible for gathering information the Department needs for review. The sponsoring professor must comply with CEUS, IU, and US government policies, procedures and laws.

Visiting Scholars are faculty, doctoral students, post-graduate researchers or independent researchers from outside Indiana University (IU) who have identified IU resources critical to their research project. Research topic must be within CEUS study area.

Faculty sponsor will:

- Coordinate receipt of application materials
- seek department approval to invite as a visiting research scholar
- prepare letter of invitation
- assist scholar with access to research resources and acclimation to IU/Bloomington community
- meet with scholar regularly to discuss research progress

Collect from Scholar:

1. curriculum vita
2. brief description of the research project
3. description of the IU resources they have identified which make an IU visiting research scholar appointment necessary to their research project
4. description of the expected end product from the research (publication in a targeted journal or press, doctoral dissertation, new course development, etc.)
5. proposed start date and end date for the visit to IU
6. send all above items, including an invitation letter, in one email to Jamsheed and cc Jackie. Sample invitation letter can be found in the "How-to CEUS Faculty" folder in Box

After approval from CEUS Chair send the scholar:

1. signed invitation letter (found in our Box folder)
2. Request to complete, sign, and return via Fax 812-855-7500 or slashtmp all items below. If receiving via slashtmp read the section "Let someone share a file with you" found here <https://kb.iu.edu/d/angt>.
 - a. an IU Personal Profile ED form <http://www.indiana.edu/%7Euhrs/pubs/forms/hrms/ed.pdf>. The Visiting Scholar appointment type is "Academic." Leave blank the University ID# and Social Security # if they don't have these.
 - b. Request a copy of their passport name page showing passport name, date of birth, passport number, and passport expiration date.

- c. Link to Visa Questionnaire for those needing a US J-1 Exchange Visitor visa http://www.iub.edu/~ceus/about/CEUS_Visiting_Scholar_Visa_Questionnaire.pdf

See website <https://travel.state.gov/content/travel/en/us-visas.html>. The Visa Questionnaire should be submitted at least three months and preferably six to eight months in advance to allow time for CEUS and IU processing, the embassy/consulate visa interview, etc. In some cases, the visa process could take six months or longer because of long waits for embassy/consulate interviews.

See <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html> for a list of countries eligible to travel to the US without a visa. US policy requires Canadians, Swedes and other visa waiver program travelers to present either a machine readable passport or a US visa at the US point of entry.

IMPORTANT: *Non-US citizens* will be denied entry at the US border if the passport expires within six months of arrival, so renew in advance of travel. It is not necessary to renew before submitting the ED Form or the CEUS Visa Questionnaire for preparation of the DS-2019 (J-1 visa) application form, but the scholar must have the new passport before they enter the US.

3. For non-US citizens Proof of English language proficiency that is sufficient to meet US J-1 Exchange Visitor visa requirements. **The proof must be dated within the last twelve months.** Sign the "Attestation Form" found in our Box folder. The U.S. Department of State accepts these objective measurements of English language proficiency:
 - a. A recognized English language test: Internet-based TOEFL minimum 79, or print-based TOEFL minimum 550, IELTS minimum 6.5, MELAB minimum 79, Signed documentation from an academic institution or English language school confirming proficiency level or
 - b. A documented interview conducted by the faculty sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option; or
 - c. Confirmation the scholars' native language is English. Usually confirmed by submitting evidence of completing at least three full years of secondary school in one of the following approved countries <https://ois.iu.edu/doc/english-speaking-countries.pdf> or having citizenship in an English speaking country.

Research scholars who need additional English instruction should take English classes before applying to become a CEUS visiting scholar.

4. Proof of funding sufficient to meet US visa requirements for scholar and any accompanying dependents. As of 7/15/2019 at least \$1200 per month for the duration of the stay. If bringing a spouse, unmarried children under the age of 21, or both, the scholar must also show access of \$500 per month for the first dependent and \$300 per month for each additional dependent.

When received send to Jackie. She will forward to HLS for creation of IU appointment and UID number as well as work with OIS to prepare the DS2019. Do not hold the ED and passport page for receipt of the Visa Questionnaire.

NOTE: Some situations will require the faculty sponsor to send the scholar a second, revised letter of invitation later in the process, for example to specify exact start and end dates for the visit so the letter will match the DS-2019 application and prevent complications during the scholar's visa interview at a US Embassy or Consulate.

GENERAL INFORMATION

In addition to aiding the IU appointment and visa application, faculty sponsors agree to assist the visitor to access IU research materials and IU faculty and to answer questions about Bloomington or about campus policies. Faculty sponsors are expected to maintain regular contact with their visiting scholar before and during the visit. **THIS IS A CEUS POLICY**

The primary activity of visiting scholars is research, not class attendance. Visiting scholars can make valuable contributions to IU classes, but should not register for academic credit. The faculty sponsor can assist the scholar to contact teaching faculty to ask if it's possible to sit in on a class without registering.

IU departments do not arrange housing for visiting scholars. It is necessary for each scholar to make his or her own living arrangements. Indiana University offers a variety of housing options on campus. See housing application and costs at the website of IU Division of Residential Programs and Services, <http://www.rps.indiana.edu/housing/index.html>.