

## College of Design Visiting Scholars Application Procedure

1. The faculty member wishing to invite a scholar will meet with his or her department chair to secure initial approval of the visitor.

Timeline: The ISU International Students and Scholars Office recommends that the J-1 visa application materials needed to invite a scholar should be submitted four months in advance of the ideal arrival date. It can take up to a month to process the materials that must be submitted to them, so the faculty member should meet with his or her department chair at least **five months prior to the ideal arrival date of the scholar.**

2. The faculty member will contact the International Programs Coordinator (IPC) regarding the invitation and note that his or her department chair is supportive. If the faculty member contacts the IPC first, the IPC will inform the faculty member that s/he must have department chair approval to proceed.

3. The faculty member will email the IPC with the following information about the scholar:

- A. First, middle, and last name (note if there is no middle name)
- B. Date of birth (note clearly as month, day, year, such as March 20, 1975)
- C. Gender
- D. E-mail address
- E. Whether the scholar will visit alone or with family members
- F. If family members will also accompany the scholar, items A-C should also be supplied for each person

4. The IPC will use the information from step 3 to open an application for a J-1 visa through CyStart and obtain a temporary ID number.

5. The IPC will provide the faculty member with the following paperwork electronically:

- A. Participation agreement
- B. Export control worksheet
- C. Visitor questionnaire

6. Faculty/scholar responsibilities for this paperwork:

- A. For the participation agreement, the faculty member and scholar will
  - 1. Collaborate on completing all questions/blanks of the document on each page
  - 2. Provide a thorough research and work plan description (question 4) of a minimum of 1000 words to be attached to the agreement
  - 3. Sign the agreement in all required places
- And the faculty member will
  - 4. Return a hard copy to the IPC

- B. For the export control worksheet, the faculty member will
  - 1. Complete all fields on the worksheet and sign on page 4
  - 2. Return a hard copy to the IPC
  
- C. For the visitor questionnaire, the faculty member will
  - 1. Complete all fields on the questionnaire
  - 2. Return a hard copy to the IPC

7. IPC responsibilities for this paperwork:

- A. For the participation agreement, the IPC will
  - 1. Review the agreement to check if all fields are completed and to check if the faculty member and scholar have signed in all required places—if not, the agreement will be returned to the faculty member for corrections
  - 2. Give the completed agreement to faculty member's department chair for review and signature
  - 3. Give the agreement to the dean for review and signature after receiving departmental approval
  - 4. Upload a PDF of the agreement to CyStart and send the hard copy to the Provost's Office after all signatures are obtained
  
- B. For the export control worksheet, the IPC will
  - 1. Review the worksheet to check if all fields are completed and to check if the faculty member has signed—if not, the worksheet will be returned to the faculty member for corrections
  - 2. Give the completed worksheet to faculty member's department chair for review and signature
  - 3. Email a PDF of the worksheet to [export@iastate.edu](mailto:export@iastate.edu) for review by the Office for Responsible Research
  
- C. For the visitor questionnaire, the IPC will
  - 1. Review the worksheet to check if all fields are completed—if not, the questionnaire will be returned to the faculty member for corrections
  - 2. Use the worksheet to complete parts of the J-1 visa application at CyStart

8. The IPC will contact the scholar through CyStart and ask him or her to complete personal details in the system for him/herself and any dependents.

9. The IPC will contact the scholar via e-mail and ask him or her to provide proof of financial support in the form of a PDF scholarship letter or bank statement, etc. The IPC will upload the information at CyStart.

10. After all information has been submitted, the IPC will request that the department chair reviews the J-1 application at CyStart.

11. The department chair's affirmative review will signal the International Students and Scholars Office to prepare the visiting scholar's DS-2019 paperwork. A DS-2019 can take up to 10 business days to process and up to three business days to arrive in campus mail. This paperwork will then be sent via FedEx to the scholar's home address by the Administrative Specialist in the faculty member's department.

12. The scholar will then need to apply for a visa appointment abroad and present the original DS-2019 at their nearest U.S. Embassy or Consulate. They are also responsible for paying the non-refundable SEVIS fee (not the College of Design).