



## Steps to invite an International Visiting Scholar to TU

Visiting Scholars interact with the University in numerous ways that may involve multiple departments across campus. This document outlines the step-by-step process to inviting an international visiting scholar. The form below is designed to capture critical information early in the process. If you are planning to invite and host an international visiting scholar, please complete the form and forward completed copies to the appropriate people as designated below.”. This form is not designed to cover any employees who are on H1b or permanent resident status with full-time or part-time employment status with TU.”

Step #	Action	Responsible party
1	<p>Gather information about the scholar and the work that they will do at TU – fill out the form below and collect the following documents:</p> <ul style="list-style-type: none"><li>• Scholar (and dependents, if applicable) passport copy</li><li>• Scholar’s proof of English*</li><li>• Scholar’s funding information*</li><li>• CV</li><li>• Any previous copies of DS 2019s, if the individual had J1 visa before.</li></ul> <p>(*see requirements below)</p>	Hosting faculty member
2	<p>Send the completed form and documents to the Dean’s office designated staff via email</p> <ul style="list-style-type: none"><li>• Arts &amp; Sciences: Stephanie Boulden (stephanie-boulden@utulsa.edu)</li><li>• Engineering &amp; Natural Sciences: Sharon Greene (sharon-greene@utulsa.edu)</li><li>• Law: Naomi Armington (naomi-armington@utulsa.edu)</li><li>• Business: Lisa Martin (alesia-martin@utulsa.edu)</li><li>• Oxley: Veronica Goss (veronica-goss@utulsa.edu)</li></ul>	Hosting faculty member
3	<p>Issue the zero-pay contract letter signed by the college Dean (internal approval processes, need to be approved by Dean, Provost, HR and Office of Research and Sponsored Programs)</p>	Dean’s office designated staff
4	<p>Enter international scholar information in the ISS Scholar Portal – and upload the completed Scholar form and documents.</p> <p>(Most foreign scholars will require that TU issue documents for them to apply for a visa, a process that may take up to three months or</p>	Dean’s office designated staff

	longer, depending upon the scholar's home country. In some rare cases, the program through which the scholar will be visiting TU (such as Fulbright) will be responsible for providing the documents for the scholar's visa.	
5	Issue immigration documents if needed.	CGE
6	If visiting scholar will need to access the library, Helmerich Center for American Research Access or observe classes, the proper approvals need to be granted: <ul style="list-style-type: none"> <li>• Permission to observe classes at TU -&gt; Collegiate Dean</li> <li>• McFarlin Library Access -&gt; Dean of McFarlin Library:</li> <li>• Helmerich Center for American Research Access - &gt; Executive Director, Gilcrease Museum</li> </ul>	Hosting faculty member
7	Arrange housing for visiting scholar as well as welcome them to campus. Campus housing may be able to help ( <a href="mailto:housing@utulsa.edu">housing@utulsa.edu</a> )	Hosting faculty member
8	If Hosting Faculty and Scholar want the program extended, a new Zero Pay contract, new funding documents and proof of extended insurance coverage need to be submitted to the CGE. The program extension requests should be received at least one month prior to the DS 2019 expiration date.	Dean's office designated staff
9	At the end of the program, complete the Scholar Departure form and send it to Dean's office designated staff	Hosting faculty member
10	Submit Scholar Departure Form to the CGE	Dean's office designated staff

### International Visiting Scholar requirements - for immigration purposes:

#### 1) English Proficiency:

The US State Department requires that Visiting Research Scholars provide proof of English language proficiency. TU is expected to make an evaluation of a scholar's English proficiency using an "objective measurement of English language proficiency," by means of one of the three methods outlined below.

- A Recognized English Language Test – TU will accept a TOEFL, IELTS or other commonly recognized English language tests. The Scholar will be expected to present a TOEFL score of 60 or equivalent and be less than 5 years old.
- Signed Documentation from an Academic Institution or English Language School - TU will accept signed documentation from an academic institution or English language school. This would be a diploma or proof of completion from a program that specializes in intensive English language instruction. (Examples such as English Language Institute, University Language Institute, ELS – these are all intensive English language programs in the Oklahoma area).
- Online monitored exam – The scholars can choose between J-Check <https://www.jchecktest.com/> or DuoLingo. There is a fee associated with the online exams. They should select The University of Tulsa to receive the scores.

## 2) Funding Information:

Hosting faculty will be expected to submit proof of financial support equal to at least \$2,000 per month for the duration of their program for the visiting scholar (plus additional \$250 per month for each dependent)

## 3) Insurance information:

Upon arrival on campus, Scholars will need to provide the CGE with health insurance information. Health insurance is a requirement for the J-1 Scholar Visa. Insurance must meet the minimum requirements set by the J-1 program:

(a) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation in the amount of \$50,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

## 4) Cultural Activities:

CGE will offer cultural activities for the Visiting Scholars while they are on campus. CGE will send details directly to the International Visiting Scholar. These are optional gatherings on campus and local excursions.

### Current contacts as of January 2023:

Dean's office designated staff	<ul style="list-style-type: none"><li>• Arts &amp; Sciences: Stephanie Boulden (<a href="mailto:stephanie-boulden@utulsa.edu">stephanie-boulden@utulsa.edu</a>)</li><li>• Engineering &amp; Natural Sciences: Sharon Greene (<a href="mailto:sharon-greene@utulsa.edu">sharon-greene@utulsa.edu</a>)</li><li>• Law: Naomi Armington (<a href="mailto:naomi-armington@utulsa.edu">naomi-armington@utulsa.edu</a>)</li><li>• Business: Lisa Martin (<a href="mailto:alesia-martin@utulsa.edu">alesia-martin@utulsa.edu</a>)</li><li>• Oxley: Veronica Goss (<a href="mailto:veronica-goss@utulsa.edu">veronica-goss@utulsa.edu</a>)</li></ul>
Immigration issues associated with foreign scholars	Center for Global Engagement: Carla Guthrie ( <a href="mailto:carla-guthrie@utulsa.edu">carla-guthrie@utulsa.edu</a> )
Office of Research and Sponsored Programs:	Director of Research and Sponsored Programs: Debbie Newton ( <a href="mailto:debbie-newton@utulsa.edu">debbie-newton@utulsa.edu</a> )
Permission to observe classes at TU	Collegiate Dean
McFarlin Library Access	Interim Dean of McFarlin Library: Bob Pickering ( <a href="mailto:bob-pickering@utulsa.edu">bob-pickering@utulsa.edu</a> )
Helmerich Center for American Research Access	Executive Director: Susan Neal ( <a href="mailto:susan-neal@utulsa.edu">susan-neal@utulsa.edu</a> )
Human Resources	Jannette Hudspeth ( <a href="mailto:jannette-hudspeth@utulsa.edu">jannette-hudspeth@utulsa.edu</a> )

## INTERNATIONAL SCHOLAR INVITATION CHECKLIST

Documents to be uploaded to the CGE ISS Portal ([global.utulsa.edu](http://global.utulsa.edu)) by Dean's office designated staff:

- Scholar (and dependents, if applicable) passport copy
- Scholar's proof of English\*
- Scholar's funding information\*
- CV
- Any previous copies of DS 2019s, if the Scholar had J1 visa before.
- Signed Zero Pay contract
- Export Control Review and Clearance form (from Office Research and Sponsored Programs)
- Complete Visiting Scholar Form

# VISITING SCHOLAR FORM

## 1. Scholar Information

Visiting Scholar's Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Gender: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_

Current title & position or level of visitor status in home country: \_\_\_\_\_

*Example: Post-doc, University Faculty, Senior Government Official, Graduate Researcher, etc.*

Contact Information:

Visitor's E-mail address: \_\_\_\_\_

Permanent Mailing Address:

Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

Primary purpose of visit:

Estimated Dates Scholar will be On- Campus:

From: \_\_\_\_\_ Until: \_\_\_\_\_

(mm/dd/yyyy)

(mm/dd/yyyy)

Is the scholar bringing any dependents? \_\_\_YES / \_\_\_NO

IF YES:

Dependent 1 name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dependent 1 City of birth: \_\_\_\_\_ Dependent 1 Country of birth: \_\_\_\_\_

Dependent 1 Country of citizenship: \_\_\_\_\_

Dependent 1 Phone number: \_\_\_\_\_ Dependent 1 e-mail address: \_\_\_\_\_

Dependent 2 name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dependent 2 City of birth: \_\_\_\_\_ Dependent 2 Country of birth: \_\_\_\_\_

Dependent 2 Country of citizenship: \_\_\_\_\_

Dependent 2 Phone number: \_\_\_\_\_ Dependent 2 e-mail address: \_\_\_\_\_

Dependent 3 name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dependent 3 City of birth: \_\_\_\_\_ Dependent 3 Country of birth: \_\_\_\_\_

Dependent 3 Country of citizenship: \_\_\_\_\_

Dependent 3 Phone number: \_\_\_\_\_ Dependent 3 e-mail address: \_\_\_\_\_

## 2. Source of Funding

What are the sources of funding for the scholar? (Please list all)

*Example: federal grants, foreign governments, their home institutions, a TU department, personal funds*

What expenses will the scholar's funding cover?

*Example: Housing, Living Expenses, Travel, Related Research Expenses*

Will the scholar be involved in any current or pending externally funded grant or contract while at TU?

YES /  NO

*If this funding is from an externally funded grant or contract, please identify the principal investigator(s), sponsor(s), and account number(s). A copy of this form should be forwarded to the Office of Research and Sponsored Programs.*

Principle Investigators: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Account number: \_\_\_\_\_

## 3. Immigration Needs

Is this a foreign scholar?  YES /  NO

Will TU be responsible for issuing the scholar's immigration documents?  YES /  NO

## 4. Campus Access

Will the scholar observe a course while at TU?  YES /  NO

In which college does the scholar anticipate observing classes? \_\_\_\_\_

If known, please indicate the specific class: \_\_\_\_\_

Library access: Is the scholar coming to TU primarily for the purpose of using the TU Libraries or Special Collections? \_\_\_YES / \_\_\_NO

If yes, the completed form should be sent to the Dean of the Library.

Helmerich Center for American Research (HCAR) access: Is the scholar coming to TU primarily for the purpose of using the collections at HCAR? \_\_\_YES / \_\_\_NO

If yes, the completed form should be sent to the Executive Director of Gilcrease.

**5. Primary TU Host**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Faculty Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Collegiate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SCHOLAR DEPARTURE FORM**

Scholar name: \_\_\_\_\_

Faculty host: \_\_\_\_\_ Department: \_\_\_\_\_

Completion date for studies/research: \_\_\_\_\_

Departure date from the U.S.: \_\_\_\_\_

Scholar forwarding foreign address:

Initial the following statements:

(\_\_\_\_\_) I have notified the Office of Human Resources that the Scholar has finished their program and no longer needs to access TU systems.

(\_\_\_\_\_) If applicable – I have notified the Library or HCAR that Scholar has finished their program and no longer needs to access their content.

Faculty host signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office Designated Contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE UPLOADED COMPLETED FORM TO CGE ISS PORTAL.**