



Procedures for Inviting International Visiting Scholars

Any international scholar for whom the University undertakes visa sponsorship must demonstrate some sort of UNC support. This does NOT mean that the visitor must be on the payroll of the University; each year visitors such as Fulbright scholars come to UNC on funding from other sources. It DOES mean that the scholar must have a faculty sponsor or collaborator as well as computer access and office space (which may be shared). The following procedures are to be initiated by the program or faculty member wishing to invite a foreign scholar. (Procedures are somewhat different when the visit is initiated by the scholar; i.e., applicants complete an application and pay a processing fee. The application and instructions may be found at <http://www.unco.edu/cie/international/regulations/forms.htm>.)

- Complete the Request for DS-2019 and submit it to CIE (Center for International Education) **AT LEAST 90 DAYS PRIOR TO THE SCHOLAR'S ANTICIPATED ARRIVAL**. The DS-2019 (document required to obtain J visa) can be made valid for a stay of up to three years for scholars in professor or researcher categories. The short-term scholar category is limited to six months. The period of time you request should indicate the dates when the visiting scholar is expected to be at UNC and for which financial support can reasonably be assured.
- Please ensure that the information provided is complete and accurate. An incomplete form delays and complicates the process. If it is inaccurate, it can cause the visitor a great deal of distress, denial of a visa, delay in receiving a visa, an incorrect determination of the applicability of the two year home residence requirement, and other complex problems which are extremely difficult to correct. Ultimately, inaccurate information can cause the Department of State to suspend or cancel the University's authority to issue DS-2019's and to sponsor J-1 exchange visitors. We depend on the individuals who sign the Request to take full responsibility for the accuracy of the information on the form.
- Upon receipt of a properly completed, signed and documented request form as well as all required documentation, CIE will prepare a DS-2019 and a cover letter of instructions. These papers will be sent to the PROGRAM to be FORWARDED to the prospective exchange visitor. We do this because it is important for the University to speak with one voice in order to eliminate confusion. Although this may seem like an additional burden for the program, it is a service to the visitor. CIE issues paperwork for scholars visiting all departments and has no budget for mailing expenses.
- The scholar takes form DS-2019, passport, invitation letter, financial documentation and SEVIS fee receipt to the U.S. consulate nearest his/her place of residence. There s/he is interviewed by a consular official and if approved, a J-1 visa is placed in the passport. That visa, along with the DS-2019, will allow the scholar to enter the United States in J status. Accompanying dependents are issued J-2 visas at the same time.

On Arrival of Scholar:

- SEND THE SCHOLAR TO CIE WITH PASSPORT AND IMMIGRATION DOCUMENTS FOR HIM/HERSELF AND FAMILY IMMEDIATELY UPON ARRIVAL so that we can verify the scholar's immigration status and record required information in our files. Regulations require the University to maintain these records as part of our exchange visitor program, and to validate the visitor's SEVIS record shortly after his/her arrival in the U.S. SEVIS will cancel the scholar's immigration documents if this is not done shortly after arrival.
- If the visitor must stay longer than anticipated, please complete another Request For DS-2019, marking "Extension of Program" and sending it to CIE. Please note that CIE does not track the expiration of J status; that is the responsibility of the visiting scholar and the hosting program.
- Report to CIE when the scholar completes work here, indicating date of departure from the University. This is important, as failure to timely report a scholar's departure may negatively impact the scholar's future plans.
- Please be certain your scholar understands that **ENROLLMENT IN EVEN ONE CREDIT HOUR WILL REQUIRE THE HIM / HER TO PRESENT AN IMMUNIZATION RECORD TO THE UNC HEALTH CENTER.**