

# WESTERN OREGON UNIVERSITY

## INTERNATIONAL VISITING SCHOLAR APPROVAL PROTOCOL

### INSTRUCTIONS

1. A visiting scholar, a research scholar or professor, who wishes to conduct research at WOU will either contact the department they are interested in directly or contact the International Students and Scholars Affairs office.
2. The visiting scholar applicant will complete and submit the visiting scholar application, his/her curriculum vita, academic goals or research plan, and proof of finances or financial affidavit of support to the ISSA office.
3. Copies of the application will be sent to the department which can assist the visiting scholar in completing his/her research plan. The requested/requesting department will complete the "Request to Host" form and designate a faculty mentor or advisor. Please see the "Department Responsibilities" handout for more information about mentor/advisor responsibilities.
4. After a signature from the mentor and department head are obtained, all materials should be forwarded in one package to the appropriate dean's office for review and approval. The respective dean's office will forward the signed form and supporting documents to the International Students and Scholars Affairs (ISSA) office to issue a DS-2019 immigration document. The ISSA office will send photocopies of the "Request to Host" form and DS-2019 to the Provost, Dean, Human Resources and Department Chair/Mentor's office. The original signed "Request to Host" form and all supporting documents will be archived in ISSA office.
5. Upon the confirmation of the visiting scholar's visa approval, or flight, the ISSA office will send a confirmation email to the department head and mentor.
6. Within 3 working days of visiting scholar's arrival on campus, the visiting scholar must go to the International Students and Scholars Affairs office in Maaske Hall for immigration paperwork processing. ISSA staff will take the scholar to Human Resources to complete paperwork to receive an ID card. International visiting scholars need to bring their Passport, Visa, I-94 and DS-2019 form for these processes.
7. Upon arrival of the international visiting scholar on campus, the requesting unit/department will arrange introductions with appropriate faculty and dean. Once the visiting scholar has settled, the visiting scholar and mentor must meet to discuss the scholar's research plan and appropriate classes/lectures to audit or teach.

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## REQUEST TO HOST AN INTERNATIONAL VISITING SCHOLAR FORM

(Upon receipt of this initial approval, please follow the Visiting Scholar Protocol)

The visiting scholar, \_\_\_\_\_, from  
Name of International Visiting Scholar  
\_\_\_\_\_ has requested to perform research  
Name of Home Institution  
or teaching in the \_\_\_\_\_ department at  
Requesting/Requested Unit/Department  
Western Oregon University.

Estimated Date of Arrival \_\_\_\_\_ Estimated Date of Departure \_\_\_\_\_

### **REQUIRED SUPPORTING DOCUMENTS**

- WOU visiting scholar application
- International visiting scholar's resume/vita
- Academic goals or research plan at WOU
- Financial affidavit/ Personal bank statement

(Please attach all supporting documents with this request)

### **REQUESTING UNIT/DEPARTMENT**

The visiting scholar has requested/been requested to conduct research/teaching in the  
\_\_\_\_\_ department.  
Department Name

The designated mentor is \_\_\_\_\_  
Print Mentor's Name and Phone

Requested by \_\_\_\_\_ on \_\_\_\_\_  
Department Head Date

Department Head's Signature \_\_\_\_\_

Dean's Signature \_\_\_\_\_  
Date

### **IMMIGRATION FORM (DS-2019) ISSUING APPROVAL**

Signature of PRO/RO, International Students & Scholars Affairs

Date

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## INITIAL MEETING BETWEEN MENTOR AND VISITING SCHOLAR

Name of Visiting Scholar: \_\_\_\_\_

Name of Mentor or Department Head: \_\_\_\_\_

Program Dates for Visiting Scholar: \_\_\_\_\_

Date of Initial Meeting: \_\_\_\_\_

- Visiting scholar has visited ISSA office (Maaske Hall)
- Visiting scholar has visited Human Resources Department (Administration)
- Visiting Scholar's V Number: \_\_\_\_\_
- Received WOU ID card
- Visiting scholar has been shown/knows how to access WOU email, log into wolfweb and pay bill (health insurance).
- Next follow up meeting is scheduled for: \_\_\_\_\_

### SCHEDULE ON CAMPUS

Please indicate scholar's planned activities on campus per term. Including classes or seminars to be audited or taught (if needed, write on the back of this form).

### Schedule reviewed and approved by:

Mentor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I agree to perform research and engage only in activities permitted as an exchange visitor in the research/professor category. I will follow my original research plan and participate in the activities planned above including a final project (presentation, lecture, essay).*

Visiting scholar's signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed form must be on file in the Office of International Students and Scholars Affairs, and copied to Provost, Human Resources, Dean and Department's office.

CC:

Provost Office  
Human Resources

Dean's Office  
Department Chair/Mentor