J-1 Visiting Scholars Checklist – Baylor Hire

If faculty members have general questions about sponsoring a Visiting Scholar, they may contact ISSS in the Center for Global Engagement for more information. Relevant questions may include the overall visa process, appropriate visa status, English Proficiency, length of stay, funding requirements, extensions, dependents, transferring, etc.

Please note that it is the responsibility of the sponsoring department to follow up with the Scholar to assist with transportation and housing plans as necessary.

For Scholar who will be a Baylor hire, follow the checklist below to complete the process:

_____ Faculty sponsor/Department submits BearQuest

_____ HR completes background checks and other required steps

_____ HR sends scholar auto generated email to set up Bear ID and password and notifies ISSS that scholar is ready for document processing (email J1VisitingScholar-Student@baylor.edu or Grace_Semple-Paul@baylor.edu).

_____ ISSS notifies HR that Scholar is ready for Contingent-worker status for Ignite processing only (Human_Resources@baylor.edu)

_____ ISSS provides English Proficiency documentation to scholar

_____ ISSS provides Scholar with the link to login and provide information for DS-2019

_____ Scholar uploads financial documentation (Scholarship, government, home university, some personal, etc.) and biographic page of passport

_____ ISSS issues DS-2019 for scholar, delivers documents to department for express mailing to the prospective scholar.

_____ Scholar pays SEVIS fee, schedules visa appointment (if necessary), informs ISSS of travel plans.

______ Scholar Checks in with ISSS upon arrival at Baylor to have SEVIS record validated