

## J-1 Visiting Scholars Checklist - Contingent (Auxiliary)

*BU ID# and Baylor email privileges only*

If faculty members have general questions about sponsoring a Visiting Scholar, they may contact ISSS at 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 as the host it is the academic department's responsibility to follow up with the Scholar to assist with transportation and housing plans as necessary.*

The host department must designate a specific individual to serve as the main point of contact with IIE, prior to the scholar's arrival and during the length of stay.

### **For Scholars who will be Contingent, follow the checklist below to complete the process:**

- \_\_\_\_\_ Faculty sponsor initiates the **Visiting Scholar Request Form** through Office of Vice Provost for Research OVPR (Contact: Deborah Holland)
- \_\_\_\_\_ Faculty sponsor works with OVPR to obtain required signatures
- \_\_\_\_\_ Faculty sponsor completes **Contingent Worker Online Request Form** through HR to generate BU ID# and email access. (HR contact: Anissa Galindo)
- \_\_\_\_\_ OVPR emails the Visiting Scholar Agreement approval to ISSS
- \_\_\_\_\_ ISSS provides scholar with the link to log in and provide required documents for processing of DS-2019
- \_\_\_\_\_ ISSS provides English Proficiency requirements to scholar
- \_\_\_\_\_ ISSS issues DS-2019 for scholar, delivers documents to department or provide 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