

## J-1 Visiting Scholars Checklist – Baylor Hire

If faculty members have general questions about sponsoring a Visiting Scholar/Postdoc, 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 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 Scholar who will be a Baylor hire, follow the checklist below to complete the process:**

- \_\_\_\_\_ Faculty sponsor/Department submits request to the HRC assigned to the department
- \_\_\_\_\_ HR completes background checks and other required steps
- \_\_\_\_\_ HR assists with the processing of Bear ID and password and Postdoc/Scholar is notified to setup account
- \_\_\_\_\_ HR forwards employment letter and addendum to ISSS [including Baylor ID & email] and Scholar is ready for DS-2019 document processing (email [J1VisitingScholar-Student@baylor.edu](mailto:J1VisitingScholar-Student@baylor.edu) or [Grace\\_Semple-Paul@baylor.edu](mailto:Grace_Semple-Paul@baylor.edu)).
- \_\_\_\_\_ ISSS provides English Proficiency requirements to scholar
- \_\_\_\_\_ ISSS provides Scholar with the link to login and provide information for processing of DS-2019
- \_\_\_\_\_ Scholar uploads financial documentation (Scholarship, etc.) and biographic page of passport
- \_\_\_\_\_ ISSS issues DS-2019 for Scholar, delivers documents to department or provides express mailing to the Scholar
- \_\_\_\_\_ Scholar pays SEVIS fee, schedules visa appointment (if necessary), informs ISSS of travel plans
- \_\_\_\_\_ Scholar attends Check-in with ISSS upon arrival at Baylor to have SEVIS record validated