

# College of Agriculture, Human and Natural Sciences Policy and Procedure Manual

**Number:** 5.02.01, International/Visiting Scientists

**Section:** Personnel

**Subsection:** Personnel

**Date:** September 6, 2016

**Responsible Party:** College office of International Agricultural Programs

---

## I. Purpose

Visiting scholars provide opportunity for CAHNS students and faculty to acquire new skills and knowledge, and also provide the college the opportunity to reciprocate the dissemination of skills and knowledge to visitors. This section defines policy and procedures for the safe and orderly hosting of visiting scholars that maximizes the mutual benefit for the visiting scholars and the college.

## II. Definitions

- A. Sponsor: Department or faculty program within which the visiting scholar or visiting researcher will be working or collaborating. The sponsor is responsible for obtaining the signature of the visitor on any agreements required (e.g., visiting scholar/researcher agreement or visiting scholar/researcher and company agreement).
- B. Visiting Scholar or Visiting Researcher: Scholar temporarily residing at TSU with defined but unescorted access to University facilities. Visiting scholar's temporary engagement does not imply a continuation of their relationship with the University. The designation of "visiting scholar" is ordinarily made for a minimum of two weeks and a maximum of one year.

## II. Policy

- A. The college office of International Agricultural Programs is to be notified when someone is requesting/wanting to receive international visitors.
- B. A J-1 Exchange Visitor Visa must be obtained by the sponsor.
- C. All costs are provided by visitor, including housing, insurance, etc. Host will assist in finding housing and other needs.
- D. A seminar on the visitor's area of research is expected before they leave TSU.
- E. The international office requires a \$400.00 processing fee for the visa, to be paid by the visitor.
- F. A bench fee will be charged for supplies and consumables. Exception may be made at the discretion of the Dean.

## IV. Procedures

- A. At least three months prior to the scholar's visit, the faculty member is to provide a letter accepting the visitor, signed by the faculty member and the college International

Programs Office, a Visiting Scholar Application, documentation of financial support, and a copy of passport

- B. To obtain a J-1 visa for a visiting scholar/researcher, the individual sponsor and the sponsoring department agrees to :
1. Complete the International Visiting Scholar Recommendation Form. Do not alter the recommendation document. Submit it to Director of International Student Services (ISS).
  2. Sponsoring Department must submit a Transfer Voucher to pay the processing fee of \$400.00 for each scholar (J-1) and dependents (J-2). The Transfer Voucher must be submitted with the recommendation in step #1 above. This fee is to be reimbursed to the sponsoring department by the visitor.
  3. Make a reasonable effort to determine that the English proficiency of a proposed visitor is sufficient to allow meaningful interaction between the individual and University faculty/staff and the greater community.
  4. Assist the Scholar/researcher in establishing temporary housing.
  5. Assist a visitor in obtaining visiting scholar/researcher benefits (based on the researcher agreement, *i.e.* office space, TSU ID card, library& computer access)
  6. Provide cross-cultural interaction between a visitor and the department's or unit's faculty and/or staff (or engage the visitor in cross-cultural exchanges with faculty and/or staff in the department or unit).
  7. Show active interest in the research or activity being undertaken by a visitor and have the visitor participate in research and other activities of the department or unit.
  8. Designate a University faculty member, research staff member, or appropriate employee as the individual (formal) sponsor of the visitor. J-1 visa holders (as well as the accompanying spouse and dependents of J-1 visa holders) should be adequately covered by health insurance. Any visitor whose DS-2019 Form for a J-1 visa has been processed by International Student Services (ISS) is eligible for the same type of insurance that is available to students. The insurance program is an important matter covered in the orientation program offered to international visiting scholars/researchers.

C. Visitors must go to the TSU International Office and check in after arriving at TSU.

## V. Further Information

Contact the college International Programs Officer or Tennessee State University Office of International Programs.

## VI. References

TSU International Visiting Scholar and Visiting Researcher Guidelines.

Visiting Scholar Application available on TSU and college website.

