International Visiting Scholar and Visiting Researcher Guidelines

A. Policy Statement
Tennessee State University (TSU) recognizes that individuals from other universities, institutions, and businesses may wish to visit the University for extended periods of time for reasons including, but not limited to, conducting research in a TSU facility, collaborating with University researchers on specific projects, and observing University faculty research.

B. Scope
This policy applies to TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities. These individuals do not carry any official status of employment with the University and must have formal University sponsors. TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities must submit an International Visiting Scholar Recommendation form to the Office of Diversity and International Affairs to begin this process.

C. Purpose
The purpose of this policy is to set forth procedures and processes for obtaining approval for and registering visiting scholars and visiting researchers. TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities must submit an International Visiting Scholar Recommendation form to the Office of Diversity and International Affairs to begin this process. It is important that the University maintain a record of such visitors and review documentation or agreements in order to protect the University’s interests, including intellectual property. Federal agencies have placed great emphasis on regulating access to research facilities when that research access has implications under federal export control regulations.
D. Definitions
1. Department or Unit Sponsor: Department or unit within which the visiting scholar or visiting researcher will be working or collaborating. Thedepartment or unit 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).
2. Visiting Scholar: Scholar temporarily residing at TSU with defined but unescorted access to University facilities. Visiting scholar’s temporary engagement does not implya 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 oneyear.
3. Visiting Researcher: Same as visiting scholar except that the visitor has the title “visiting researcher” and generally has access to University laboratory facilities.

E. Visa Processing
The J-1 exchange visitor classification is the status most commonly used by international visiting scholars/researchers. Under the exchange visitor status,scholars, professors, researchers, and others may come to the United States for defined periods of time for the purpose of educational exchange. Anyinternational visitor who has sufficient academic training to benefit from an academic or professional program at a U.S. college or university may be eligiblefor this status. Contact Mark Gunter-Director of International Student Services (ISS) at 615-963-5639 for assistance with visas. 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

To obtain a J-1 visa for a visiting scholar/researcher, the individual sponsor and the sponsoring department/unit must agree to:

1. Complete the International Visiting Scholar Recommendation Form. Do not alter the recommendation document. Submit it to Mark Gunter-Director of International Student Services (ISS) at mgunter@tnstate.edu.
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.
3. Make a reasonable effort to determine that the English proficiency of a proposed visitor is sufficient to allow meaningful interaction betweenthe 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….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 incross-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.
International Visiting Scholar & Visiting Researcher Recommendation

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 this recommendation.

Visiting Scholar's Name _________________________________________________________________

Visiting Scholar's Address ______________________________________________________________

Visiting Scholar's Email ________________________________________________________________

Institution _________________________________________________________________________

Country __________________________________________________________________________

Purpose of visit ______________________________________________________________________

Start Date ____________________________ Duration of Stay at TSU _____________________________

Academic Semester(s)  Fall 20 ___  Spring 20 ___  Summer (1) 20 ___  Summer (2) 20_____

College/School ________________________________________________________________

University Faculty Sponsor __________________________________________________________

Faculty Sponsor’s Address ____________________________________________________________

Faculty Sponsor’s Email _____________________________________________________________

Faculty Sponsor’s office & cell # ______________________________________________________

Faculty POC for Housing (name and phone #) ____________________________________________

Proposed Project/ Course(s) __________________________________________________________

Source(s) of funding _________________________________________________________________
Has health insurance coverage for Scholar and dependents?  

Yes____  No____

Will the Scholar have any department fees?  

Yes____  No____

If yes, what fee(s)_________________________________________________________________

Attach CV or Resume to form

Recommended by: ___________________________________________________________________/______________
Department Head Date

Recommended by: ___________________________________________________________________/______________
Dean Date

Approved: _______________________________________________________________________/______________
EVP or designee Date

To be completed by the Office of Diversity and International Affairs

Memorandum of Understanding or Agreement (MOU) on file  

Yes____  No____

Processing Fee Payment ($400.00) - Transfer Voucher submitted  

Yes____  No____

Agreement for Academic Collaboration on file  

Yes____  No____

Copy of scholar’s passport received  

Yes____  No____

DS2019 form completed  

Yes____  No____

DS2019 form sent on: __________________________

Review Completed by: ___________________________________________________________________/______________
ODIA Staff Date