

VISITING SCHOLAR GUIDELINES

Visiting scholars will come to Tennessee State University from various countries with different backgrounds and experience in different disciplines. All of these visitors will come to us with financial support and insurance covering the period of time that they request. We will review the requests with a relevant faculty member and the office of International Agricultural Programs (IAP) to make sure that papers and others necessary arrangements are in order. A visitor's form will be completed and sent to the Office of Diversity and International Programs for processing.

Once the visitor is accepted, the faculty member along with the IAP office will make every effort to work with the visitor to find suitable housing for their stay. Visitors will be treated the same as staff members for the duration of their stay.

BENEFITS:

- Exposure for the Department and the university.
- Papers published in the discipline shared by the visitor and Professor.
- Visitors serve as ambassadors for TSU upon their return.
- Free labor- same as postdocs –for their stay.
- Opens potential for collaboration with other universities for faculty and students.
- Increased university resources- connections to other universities around the world.
- New ideas and programs for faculty to work with.
- Memorandums of Understandings signed.

TSU Provides:

- Office space- may be shared with faculty.
- Lab space- shared with faculty. Lab equipment and supplies will be a part of the faculty's research. Fees will be charged if the research of the visitor is different from the faculty and is permitted by the funding agency.
- Identification badges.
- Help with visitor's visa and other necessary forms.
- Help with housing, and more.

Expectations:

- Faculty and visitors are to work on proposals and approvals prior to visitor's arrival.
- A clear time-line of work to be done should be determined.
- Faculty should work with visitors to make sure that all necessary objectives are met.
- At least one paper should be submitted to a professional journal relevant to the program.
- At least one seminar presentation should be conducted by the visitor.

Cost:

- There will be a bench fee applied to each visitor to cover the local costs of hosting the scientist.
- The bench fee will range between \$2,000 and \$3000. per visit.

Note: In cases where the visiting scientist is paying for their own trip, the bench fee may be waived.



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. The department 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 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.
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. Any international visitor who has sufficient academic training to benefit from an academic or professional program at a U.S. college or university may be eligible for 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 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...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.



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