

ROGER WILLIAMS UNIVERSITY

J-1 International Visiting Scholar Application Instructions

Please read this packet carefully. It is important that departments and faculty who want to invite an international visiting scholar begin the process early. *The process to obtain all of the paperwork and receive a visa can take several months.* Plan accordingly. The following steps must be completed to invite an International Visiting Scholar (IVS) to Roger Williams University.

STEP 1 After the terms of the appointment have been negotiated between the host department and the visiting scholar, the department should complete the enclosed application form and submit it, along with **1) a budget indicating costs of the visit and how those costs shall be paid for**, and **2) a copy of the personal information page(s) of the visiting scholar's passport**, to the Spiegel Center for Global and International Programs. After reviewing the application, SCGIP will issue a DS-2019 to the visiting scholar. The DS-2019 is the form the visiting scholar uses to obtain an entry visa from the U.S. embassy in his or her country of residence, and at the port of entry.

NOTES OF CONSIDERATION ON THE APPLICATION FORM:

- a) The **length of appointment** and the **proposed duties** will determine whether the visiting scholar is considered a "visiting professor," "visiting researcher" or "short-term scholar." Visiting scholars do not necessarily have to come for an entire semester or year. An appointment could be as short as a few days to give a special lecture.
- b) **All visiting scholars must have health insurance.** The sponsoring department or the visiting scholar can be responsible for obtaining the health insurance. The requirements for health insurance are attached to the visiting scholar application. SCGIP will send a suggested insurance plan with the DS-2019.
- c) The sponsoring department must work with the visiting scholar to negotiate **housing options**, and indicate the agreed upon arrangement on the Application Form. SCGIP may assist in making these arrangements when the University is paying for accommodations.
- d) The budget must also indicate whether any **fees** shall be payable to or by Roger Williams University, as well as any **other costs** (e.g. living expenses, transportation) the visiting scholar will likely incur, estimated amounts, and who shall be responsible for paying these costs.

STEP 2 After the application form is completed by all parties, the Spiegel Center for Global and International Programs will issue a DS-2019 for the exchange visitor. The DS-2019 along with the following documents will be forwarded to the visiting scholar by Express mail.

- a) Letter of Invitation outlining arrangement between the university and the visiting scholar.
- b) Instructions outlining how to use form DS-2019 to obtain a U.S. visa, make an appointment for a visa interview at the visitor's nearest U.S. embassy; and materials needed for the visa interview.
- c) Information sheet about travel and entry to the United States.
- d) The J1 Exchange Visitor Program Welcome Brochure, which includes the insurance requirement along with an Insurance brochure and a description of the program and the immigration regulations.

STEP 3 Upon receipt by the visiting scholar of the above documents, he or she should apply for the entry visa at the U.S. Embassy in his or her country of residence.

STEP 4 When the visa is awarded, plane tickets should be booked, and the itinerary should be sent to SCGIP. If Roger Williams University is paying for air travel, the visiting scholar should send SCGIP a copy of the visa, and then either the appointing department or SCGIP will book air travel in consultation with the visiting scholar.

STEP 5 If the visiting scholar is to be employed by Roger Williams University he/she will receive email instructions from the Finance Office requiring they complete an on-line questionnaire – the **FNIS** form. The **FNIS** form (Foreign National Information System) determines residency status for tax purposes and the appropriate method for taxation and/or applicable tax exemptions. Once completed Finance will send all appropriate tax forms to Human Resources. Upon arrival the visiting scholar must meet with HR and complete and sign all appropriate forms.

STEP 6 Upon arrival, the exchange visitor **must go to the Spiegel Center for Global and International Programs to officially validate your visit.** SCGIP is located on the first floor of Global Heritage Hall. If the exchange visitor is delayed in any way, please contact Marcy Farrell at SCGIP immediately.

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