CHECKLIST FOR INVITING A VISITING INTERNATIONAL PROFESSOR, SCHOLAR, SHORT-TERM SCHOLAR*, OR GUEST LECTURER TO THE NEW SCHOOL

The New School has a long history of welcoming international professors, scholars and guest lecturers to teach and conduct research here. The office of International Student Services (ISS) assists New School departments with the immigration regulations required to invite professors, scholars and short-term scholars under the J-1 Exchange Visitor program; or guest lecturers under a provision in the B-1/B-2 Tourist category. The outline and procedure below is intended to give clear directions on the actions required to successfully extend an invitation to a visiting international professor, scholar, short-term scholar, or guest lecturer. If you have further questions or concerns, please contact ISS: ISS@newschool.edu (Attn: J-1 Scholar/Professor Services), or 212.229.5592.

Introduction: Basic Concepts

- Initial requests for an international professor, scholar, short-term scholar or guest lecturer under the DS-2019/J-1 Exchange Visitor Eligibility program or the B-1/B-2 Tourist provision must be made to International Student Services via the department chair or equivalent for the sponsoring department. Approval from the Dean's office or equivalent is required.
- If the position is salaried, schools should ensure that they are in compliance with all guidelines regarding faculty hire, and should consult with the Office of the General Counsel if necessary.
- Schools should determine the number of visiting professors, scholars, short-term scholars and guest lecturers they will invite; and the internal processes for supporting these exchange visitors, pre and post arrival. Ideally, the process should be coordinated by one contact person within each school. Support may include, but is not limited to: providing a contact person; assisting with housing search; departmental orientation; navigating the institution, i.e., library access; getting an ID card, etc.

Step 1: Initial Review

- At least **90 days before the appointment is due to commence**, complete the form *Notification of Intent to Invite a Visiting International Professor, Scholar, Short-Term Scholar or Guest Lecturer*, and submit it to ISS@newschool.edu (Attn: J-1 Scholar/Professor Services). Accurate start and end dates, contact information including email addresses, and funding source data are critical.
- ISS will review and indicate the appropriate immigration category for the appointment. If a J-1 Professor, Scholar or Short-Term Scholar immigration category is indicated, the following process should be followed:

Step 2: The J-1 Process

- The department should send a formal letter of invitation to the Professor, Scholar, or Short-Term Scholar (see template) which includes the application link for the DS-2019, to be completed by the Professor, Scholar, or Short-Term Scholar. Please immediately send ISS a scan of any such invitation letter at ISS@newschool.edu (Attn: J-1 Scholar/Professor Services).
- ISS should also receive any supporting documents from the department. ISS will communicate with the Professor, Scholar, or Short-Term Scholar regarding any further documents needed. ISS must receive all documents **60-90 days before the appointment is due to commence** in order to process the DS-2019 request. Supporting documents may be submitted electronically to ISS by the Professor, Scholar, or Short-Term Scholar, or by the department; and should include the offer letter and/or letter of invitation. It is also important to include the address to which the documents should be mailed.
- Please note that ISS is now a paperless office, so it is important that the application is completed online and the documents are submitted electronically.
- The DS-2019 will be sent at the Professor, Scholar, or Short-Term Scholar's expense via FedEx using eShip Global. The department may also choose to pay this fee for the scholar via eShip Global. The Professor, Scholar, or Short-Term Scholar will be emailed the tracking number. ISS can also email the departmental contact this number upon request.
- The packet sent with the DS-2019 includes important details about paying the SEVIS fee, getting a visa, health insurance, when to arrive, check in, and mandatory orientation. The Professor, Scholar, or Short-Term Scholar should arrive no more than 30 days prior to the program start state listed on the DS-2019 and **no later than the start date listed**. They should be advised to check in with their academic department and with ISS; to attend ISS J-1 Professor/Scholar orientation; and to request permission from a Responsible Officer at ISS for program changes or work authorization (Monique Ngozi Nri, Linda Asaro, and Thomas Sirinides).

*includes graduate students from abroad conducting unpaid research at The New School