

CHECKLIST FOR APPOINTING AN INTERNATIONAL PROFESSOR, SCHOLAR, SHORT TERM SCHOLAR OR GUEST LECTURER

- At least 90 days before appointment is due to commence, **complete notification of intent to appoint an international professor, scholar, short term scholar or guest lecturer form (blue sheet) and submit to ISS.** Accurate start and end dates, funding sources and contact information inc email addresses are critical.
- ISS reviews and indicates the appropriate visa category for appointment and sends application link to dept.
- Dept. emails international professor or scholar application packet link.
- ISS receives application and supporting documents and processes DS-2019. **Supporting documents include the offer letter and letter of appointment.** Important to include address to which the documents should be mailed.
- DS-2019 is sent out via FEDEX. Professor or scholar is emailed with FEDEX number.(We can also email departmental contact person if this is useful).
- Packet includes important details about paying the SEVIS fee, getting a visa, health insurance, when to arrive, check in and orientation. Exchange Visitor arrives prior to program start state on DS-2019, checks in with academic department and ISS; attends orientation and requests permission form Responsible Officer at ISS for program changes or work authorization