

Bryant University
Office of International Affairs (OIA)
Flowchart for Hosting a Visiting Scholar (J-1 Visa)

Identify a faculty sponsor at least 6 months prior to planned arrival (Refer to International Exchange Visitor Guidelines):

- Secure financial resource;
- Establish a visiting plan (academic program, time, objectives);
- Prepare/obtain necessary documentation;
 - Appointment/invitation letter
 - Exchange visitor's CV or resume, including academic credentials (highest degree completed)
 - Copy of biographical pages of exchange visitor's passport, with expiration date, for each accompanying dependent and/or spouse
- Explore housing, transportation, and medical insurance, campus office, computer, and telephone.

Submit "Intent to Sponsor Form – Step 1"

Complete "Formal Request Form – Step 2"

- Obtain approval and signatures from Department Chair, Academic Dean, Provost and VP for International Affairs. (In case the hosting department is division other than Academic Affairs, hosting staff/administrator, department head, divisional Vice President should sign off the formal request form.)

Submit "Request forms for Form DS-2019 – Step 3" at least 4 months prior to planned arrival:

- "Request to Issue Form DS-2019 for a J-1 Exchange Visitor" and "Desired J-1 Scholar Category Selection Form" must be submitted to OIA;
- Prepare/obtain original statement or letter of funding;
- OIA sends Form DS-2019 to exchange visitor along with pre-arrival information.

Upon issuing DS-2019 Form the host faculty should:

- Secure housing, transportation, and medical insurance;
- Secure campus office, computer, telephone, and library access.

Post arrival and during the program (Refer to Exchange Visitor Host Faculty Checklist):

- Make an appointment with OIA for a mandatory check-in/orientation within 10 days of entering the U.S.;
- Inform OIA any changes to the program; see Exchange Visitor Host Faculty Checklist;
- Inform OIA prior to traveling abroad; see J1 Visa Visiting Scholar Responsibilities.

Preparation for departure 1 month prior to returning home country:

- Inform OIA prior to returning home country;
- Meet with the OIA staff for an evaluation for both visiting scholar and host faculty;
- Prepare final report;
- Return computer, office equipment and telephone.