

## Visiting Scholar Checklist

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Begin consultation with prospective visiting scholar (often initiated by prospective visiting scholar). Review J-1 [What the departments and faculty need to know](#)

- Consult with Department Chair and discuss whether there is space, opportunity, and time to develop a meaningful and mutually beneficial relationship (e.g., benefits to faculty member, prospective visiting scholar, and department/GS) with a prospective scholar.
- Specifically determine if timeline is reasonable as it can take as long as 8 months or more to complete paperwork and for prospective scholars to have a visa interview so they can enter the U.S. temporarily.
- Identify and set minimum expectations for engagement with GSE including what activities the scholar may participate in (e.g., participate in research groups, make presentations, attend relevant classes)

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Seek research plan from the scholar (detail mutually beneficial aspects of the plan).

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The Department prepares a letter of invitation from UB ([sample letter](#) from Immigration Services). Confirm and include any additional language that is required from institution and government.

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Once prospective scholar gets approval from sponsoring institution or agency, gather information noted on the [Checklist for DS-2019](#). Have the scholar complete their information on the [DS-2019 Application](#) first then the department will fill in the remaining sections. Copies of required forms (e.g., Medical Attestation) are made [available](#) by Immigration Services.

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Confirm whether scholar is bringing family members because that will require additional paperwork, time, and fees.

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Work with the Dean's office regarding the Certification and Fee Agreement (pages 6 & 7). Dean's Office will cover the service fee \$300.00 and dependents \$75.00.

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Once all the items listed on the [Checklist for DS-2019](#) are attached to the application the inviting department emails the completed request to UB Immigration Services and cc: Dean's office HR contact, Kristine Mariglia. **Start date for the DS -2019 MUST be at least 3 months from the date that UBIS receives the completed request packet.**

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Please note: a prepaid shipping label (paid by department) can be included with the packet or UBIS will send the packet to GSE for us to ship directly to the scholar. Please select the appropriate option on page 9 of the DS-2019 application.

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Prospective scholar will need the original DS-2019 to apply for their J-1 Visa at the US Consulate or Embassy in their home Country. Scholar will be responsible for the Sevis and Visa [fees](#)

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Once visiting scholar is on campus, the department contact and visiting scholar will work closely with the HR point of contact in Dean's office (Kristine Mariglia) so a volunteer appointment can be submitted to Human Resources (will need copy of signed DS-2019 along with other required documents for submission) and J-1 [Check in](#) procedure is completed.

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Finalize resources that will be available to the scholar (e.g., office, computer if available, access to the library) and identify supports to ensure scholar success and to integrate them into the department and GSE as appropriate (e.g., regular meetings with sponsoring faculty member, invitations to GSE events).