

J-1 Visiting Scholars Checklist - Contingent (Auxiliary)

BU ID# and Baylor email privileges only

If faculty members have general questions about sponsoring a Visiting Scholar/Postdoc, they may contact ISSS at the Center for Global Engagement for more information. Relevant questions may include the overall visa process, appropriate visa status, English Proficiency, length of stay, funding requirements, extensions, bringing dependents, transferring, etc.

Please note that as the host it is the academic department's responsibility to follow up with the Scholar to assist with transportation, and housing plans as necessary.

The host department must designate a specific individual to serve as the main point of contact, prior to the scholar's arrival and during the length of stay.

For Scholars who will be Contingent, follow the checklist below to complete the process:

- _____ Faculty sponsor initiates the [Visiting Scholar Request Form](#) through Office of Vice Provost for Research OVPR (Contact: Deborah Holland)
- _____ Faculty sponsor works with OVPR to obtain required signatures
- _____ Faculty sponsor completes [Contingent Worker Online Request Form](#) through HR to generate BU ID# and email access. (HR contact: Anissa Galindo)
- _____ OVPR emails the Visiting Scholar Agreement approval to ISSS
- _____ ISSS provides scholar with the link to log in and upload required documents for processing of DS-2019
- _____ ISSS provides English Proficiency documentation to scholar
- _____ ISSS issues DS-2019 for scholar, and assists with express mailing to the prospective scholar
- _____ Scholar pays SEVIS fee, schedules visa appointment, informs ISSS of travel plans
- _____ Scholar Checks in with ISSS upon arrival at Baylor to have SEVIS record validated