J-1 Visiting Scholars Checklist – Baylor Hire

If faculty members have general questions about sponsoring a Visiting Scholar/Postdoc, they may contact ISSS in 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 Scholar who will be a Baylor hire, follow the checklist below to complete the process:

_____ Faculty sponsor/Department submits request to the HRC assigned to the department

_____ HR completes background checks and other required steps

_____ Bear ID and password are auto-generated, and Postdoc/Scholar is notified to claim email when HR sends Baylor ID and email to ISSS

_____ HR forwards employment letter and addendum to ISSS and scholar is ready for DS-2019 document processing (email J1VisitingScholar-Student@baylor.edu or Grace_Semple-Paul@baylor.edu).

_____ ISSS provides Scholar with the link to login 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