

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, 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, dependents, transferring, etc.

Please note that as the host it is your responsibility to follow up with the Scholar to assist with transportation and housing plans as necessary.

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

_____ Faculty sponsor initiates the **Visiting Scholars Request Form** through Office of Vice Provost for Research OVPR (Contact: Deborah Holland)

_____ Faculty sponsor will work with OVPR to obtain required signatures

_____ Faculty sponsor completes **Contingent Worker Online Request Form** to generate BU ID# and email access. (HR contact: Anissa Galindo)

_____ OVPR emails the Visiting Scholar Agreement approval to ISSS

_____ ISSS emails scholar the link to provide required documents for processing of DS-2019

_____ ISSS issues DS-2019 for scholar, delivers documents to department for express mailing to their 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