

College of Applied Health Sciences: Visiting International Student Scholar Policy ¹

Visiting international student scholars connect our faculty, staff, and student with other communities around the world. They hold potential to enhance the global reputation of the College, increase research productivity, and enrich our collective culture. Given limited resources, it is imperative to ensure we are bringing in visiting student scholars who advance the mission of the College of Applied Health Sciences and, to the extent possible, integrate their scholarship with our faculty/staff, students, and academic programs. International student scholars may not visit AHS units for greater than three-weeks without such approval. This policy applies to international student scholars proposed for a visiting period of three-weeks to one-year.

Visiting international student scholars are encouraged to participate in classes as a non-degree student in the following ways: audit, officially registered student in class, or with approval of instructor of the course to sit-in on portions of the class. For the first two options, standard university fees and tuition rates will apply and they are able to register for up to seven hours per semester. In addition, visiting student scholars are able to participate in reading groups, seminars and other forums of teaching and learning on campus. However this policy should not be used to circumvent general admissions criteria of the university. Furthermore, it is critical to document the impact each student has on our classes, researchers, and/or programs.

An objective of this policy statement is to ensure there is clear communication with the prospective student scholar about the conditions of his/her visit or appointment prior to arrival. International visiting student scholars should never have to pay fees or experience conditions that have not been communicated to them before arrival.

Process for Proposing Visiting International Student Scholar

- Prepare a package of materials that includes:
 - Letter of support from AHS faculty sponsor, including information related to visiting student scholar's:
 - Identification and plan for primary activity s/he will pursue while on campus
 - Identification and plan for ways in which s/he will learn and contribute to the teaching/research/outreach mission of the sponsoring faculty member and/or other faculty who have agreed to work with the visiting student scholar
 - Indication of English language proficiency as defined by minimum TOEFL or IELTS scores required by the University for teaching assistantships
 - Willingness of student scholar to comply with UIUC policies
 - CV from visiting international student scholar, that includes:
 - Name, age, gender, photo, citizenship, current address, current position and institution, and year in school, as well as research, teaching and service accomplishments.
 - Statement of purpose from visiting international student scholar, that includes:

¹ This policy governs individual student scholars. MOUs with GET are excluded.

- Anticipated duration of visit, purpose of visit, anticipated outcome of visit, source of financial support, interests in attending classes, and statement of health insurance coverage
 - Documents required for UIUC approval of international visiting student scholars through ISSS
 - Supporting documents, as applicable
 - Department statement of resources to be provided and source of funding/support. Possible resources to be provided include: lab keys, phone access, computer and other IT access, copying privileges, research supported by grant, and library access.
- Receive approval at department level by Head with possible consultation with Faculty Advisory Committee and/or faculty.

Process for Coming to Campus Following Approval

- Department should have a consistent ISSS contact person who is familiar with J-1 visa requirements
- Student scholar or sponsor pays a fee (such as \$500) associated with sponsoring department resources
 - Department initiates contact with ISSS for visa processing.
 - Faculty sponsor may use ICR to pay for visa/documentation processing fee
 - Fee may be waived under special circumstances or upon approval of department level
- Depending on planned activities and purpose, the department may assess other fees as appropriate and in conformity with university policy. Such assessment should be explained and communicated with the visiting student prior to their arrival.
- Visiting student scholar signs form agreeing to return keys prior to their departure from the university
- ISSS will assist by issuing the required visa eligibility documents to allow the scholar to apply for an entry visa at a US embassy or consulate

On Campus and Leaving

- Department requires that the visiting student scholar complete training by appropriate campus units (e.g., ISSS, Office of Access and Equity, Office of Student Affairs) on topics such as Title IX, human subject guidelines, and safety in Champaign-Urbana.
- Provide some evidence of contribution to the research or educational mission of the University/College/Department. For example, provide at least one presentation while on campus. Presentations could include a seminar, guest lecture, workshop, brown bag, or other representation of scholarly achievement open to the campus community.
- Provide the department head with a brief report describing her/his activities while on campus and outcomes associated with stay on campus.
- In the case of changes in purpose, activities, or duration of time, the departmental unit will request authorization from ISSS in advance of the change
- Return key(s) and other physical resources used while on campus (as applicable)