PURDUE UNIVERSITY | Office of International Students and Scholars

Inviting and Hosting a Visiting Scholar

Background

A Visiting Scholar appointment is a Purdue appointment that permits an individual who is neither employed nor enrolled at Purdue, to engage in "scholarly activities" here, as explained further below.

Visit*ing Scholars* are different from Visit*ors* (see our website) but both groups are supported by International Scholar Services, an office within the Office of International Students and Scholars. PISA (Purdue International Scholar Assistance) is the clerical team in International Scholar Services who assists with these requests. Our responsibilities include:

- issuing visitor letters to all non-US visitors (when they are required by US Consulates or for admission to the USA),
- Issuing invitation letters to non-US visiting scholar (regardless of whether immigration support is needed, and
- Providing immigration support for visiting scholars holding J-1 or O-1 visa status.

Visitors		**Visiting Scholars**	
May	***May not***	***May***	***May not***
✓ Tour public areas of the campus ✓ Attend sporting, cultural and other events ✓ Attend conferences, workshops or other professional events hosted by or at Purdue University ✓ Engage in *independent* research ✓ Engage in preliminary meetings, such as for (but not limited to) setting up collaborations, ✓ Participate in individual meetings for mentorship, showcasing or abilities or techniques, etc., with faculty / students / lab groups ✓ Provide occasional or intermittent seminars, lectures, talks, presentations or workshops ✓ Interview for employment opportunities at Purdue	× Engage in *collaborative* research with individuals employed or enrolled at Purdue × Serve as "instructor of record" or equivalent for any class or course × Be responsible for grading, attendance, or student assessment × Guest lecture more than three lectures per week for shorter visits, or one lecture per month for recurring visits	✓ May engage in any scholarly activity *of which ISS is notified and approves*, such as ✓ Engaging in independent or collaborative research ✓ Engaging in student instruction lectures, workshops, seminars, etc., including serving as "instructor of record", with or without responsibility for grading, assessment and/or attendance ✓ Participating in meetings, collaborations, etc. ✓ Attending conferences, workshops or other professional events hosted by or at Purdue University ✓ Touring public areas of the campus ✓ Attending sporting, cultural and other events ✓ Interviewing for employment opportunities at Purdue	× Change departments or activities without notification and approval by ISS *first (the invitation is specific to a stated purpose / host unit, and must generally remain within that purpose and host unit throughout the stay at Purdue)* × Receive new, more or different funding without notification to, and approval by, ISS *first*
Visitors may ***NOT*** receive a PUID Card*, Purdue Career Account, system privileges / network ID, or laboratory access (*Note that without a PUID Card, visitors are unable to freely use the area's public transportation).		Visiting Scholars receive a PUID Card, network ID, and such laboratory access as is needed to complete their activities	
✓ Visitors *may* be reimbursed for expenses. × Visitors may ***NOT*** receive a living allowance or stipend × Visitors may not receive wages from Purdue		× Visiting Scholars may not receive wages from Purdue ✓ Visiting Scholars may be reimbursed for expenses ✓ Visiting Scholars may receive a living allowance or stipend from Purdue University. **NOTE:** During the processing of the J-1 request, Visiting Scholars must present documentation of funding of not less than $1,885/mo, which may come from multiple sources as needed	

Visiting Scholars may be of any nationality or immigration status, including US citizens.

Non-US Visitors:

- B visa
  - Visa stamp is valid for up to 10 years
  - Each US visit generally is for not more than 6 months
  - Extensions may be requested and approved in increments of up to 6 months, based on need
- "ESTA" or Visa Waiver
  - The individual is still admitted to the USA in "B" status but without a visa stamp issued by a US Consulate.
  - Each visit cannot be more than 90 days. Extensions are prohibited by law.

Non-US Visiting Scholars:

Group A

- Purdue-Sponsored J-1 (Purdue issues the DS-2019)
- Purdue-Sponsored O-1 (Purdue filed the Form I-129 Petition)

Group B

- J-1 status holders who are sponsored by other US institutions or agencies, including but not limited to Fulbright, USAID, Cultural Vistas, IIE, AMIDEAST, LASPAU, etc.) or other universities (OSU, etc)

Group C

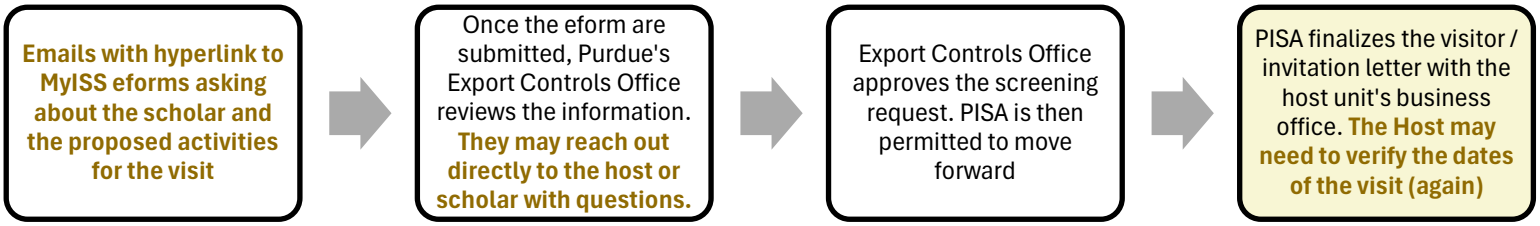
- Individuals holding Employment Authorization Documents (EADs) from the USCIS (the EAD must be "in hand"), including J-2, E-3, O-3 and H-4 spouses; applicants for I-485 Adjustment of Status; or F-1 students from other US institutions who have been authorized for Optional Practical Training (OPT)
- J-1 Students approved by their home institutions for Academic Training (AT) or F-1 students approved by their DSOs for Curricular Practical Training (CPT).
- Employees of other US organizations holding L-1, H-1B, E-3, O-1 or other work authorizing visa status, who are being assigned to Purdue by their employer.

To begin the request for either a Visitor or Visiting Scholar:

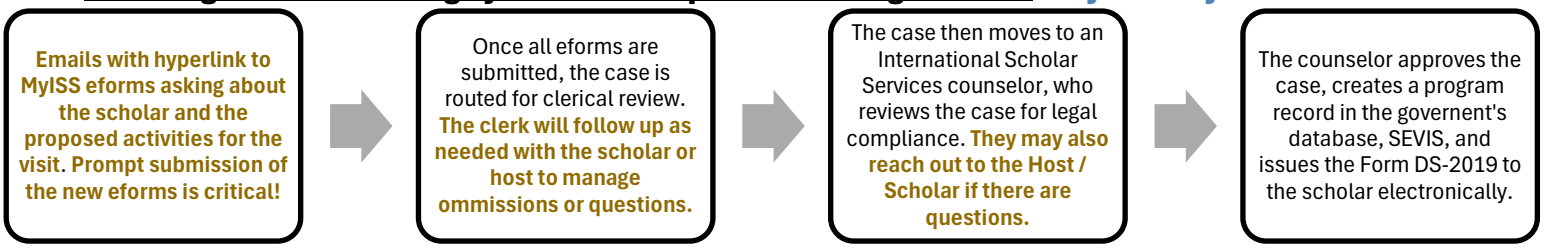
1. **Go to the Purdue ISS website to review instructions specific to your College.** If your college has a "Dept Contact" (similar, but not the same as, an ISS Liaison) you must work with them on the request
2. **Which intake is used depends on whether Purdue is sponsoring the immigration (visa status).**
   a. For "Group A" J-1 visiting scholars, use "*Visiting Scholar - Purdue J-1*" intake.
   b. For all other visiting scholars, use "*Visiting Scholar – non-J or non-Purdue*".
3. **You and/or your Dept Contact (depending on your College) complete the intake** fully, including all required signatures. PISA will not obtain departmental signatures for you. Intake form instructions are at the top, in red. If you have questions, email PISA@purdue.edu. Once the intake is ready, it should be emailed to PISA@purdue.edu.
4. **Promptly respond to emails with questions or hyperlinks to MyISS eforms.** As shown below, there are TWO points in time when MyISS eforms are needed. The subject line will include the phrase "HYPERLINK TO MYISS EFORM". The information needed for the MyISS eform is different from that provided on the PISA intake form for the request. You must submit the eform as soon as possible to keep the case moving. Only you can provide the needed information (by policy); you may not delegate.

Next Steps *(Items in GOLD depend on the Host to move forward; yellow boxes indicate production of a document the Host must sign.)*

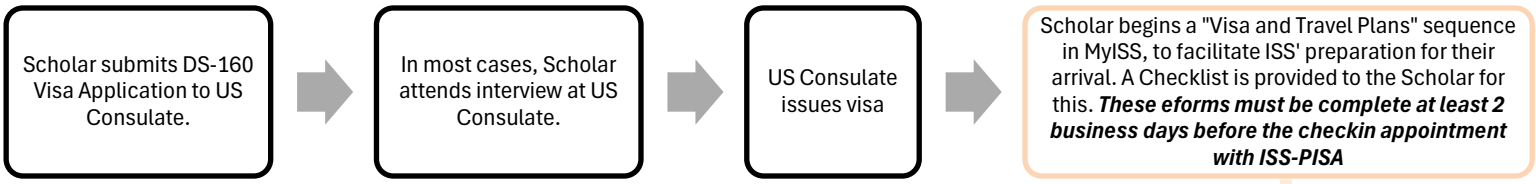
A. Export Controls Screening. Day 1 – Day 30. Requests for both Visitors and Visiting Scholars begin with screening by Purdue's Export Controls office. Visitor / Invitation Letters may not be issued to non-US persons (under any circumstances) before the screening is approved by the Export Controls Office. Screening may take 30 days or longer; see their website for more information. ISS – PISA has no input or control over Export Controls Screening. **Please contact exportcontrols@purdue.edu with all questions.**



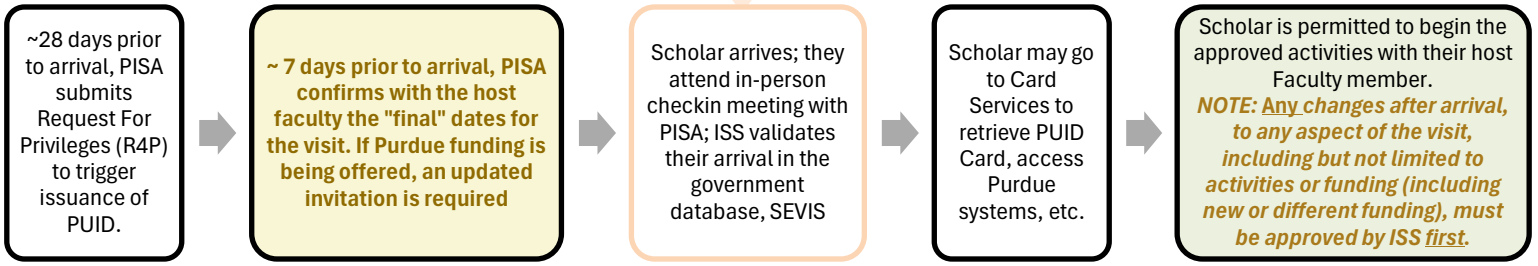
B. J-1 Immigration Processing by ISS for "Group A" J-1 Visiting Scholars. Day 31 – Day 45



C. Visa Processing at a US Consulate. The Scholar is responsible for this step – ISS cannot assist. Visa processing may range from 3 weeks - 3 months depending on the US Consulate; if the visa application is subjected to administrative processing, visa issuance will be further delayed. In the case of long delays, the Consulate *might* request an updated DS-2019, which may in turn require an updated invitation letter. **If this happens, the Host must verify the dates of the visit (again), and new signatures will be required.**



D. Arrival and Check-*in With ISS*. Both Group "A" and Group "B" J-1 visa holders must check in with ISS-PISA .



If you have questions or concerns about immigration topics, email intlscholars@purdue.edu. If you have questions about the request process or want to begin a request, email PISA@purdue.edu.