# **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<u>ing Scholars</u> are different from Visit<u>ors</u> (see our <u>website</u>) 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
<ul> <li>✓ Tour public areas of the campus</li> <li>✓ Attend sporting, cultural and other events</li> <li>✓ Attend conferences, workshops or other professional events hosted by or at Purdue University</li> <li>✓ Engage in <i>independent</i> research</li> <li>✓ Engage in preliminary meetings, such as for (but not limited to) setting up collaborations,</li> <li>✓ Participate in individual meetings for mentorship, showcasing or abilities or techniques, etc., with faculty / students / lab groups</li> <li>✓ Provide occasional or intermittent seminars, lectures, talks, presentations or workshops</li> <li>✓ Interview for employment opportunities at Purdue</li> </ul>	<ul> <li>Engage in collaborative research with individuals employed or enrolled at Purdue</li> <li>Serve as "instructor of record" or equivalent for any class or course</li> <li>Be responsible for grading, attendance, or student assessment</li> <li>Guest lecture more than three lectures per week for shorter visits, or one lecture per month for recurring visits</li> </ul>	<ul> <li>✓ May engage in any scholarly activity of which ISS is notified and approves, such as</li> <li>✓ Engaging in independent or collaborative research</li> <li>✓ Engaging in student instruction lectures, workshops, seminars, etc., including serving as "instructor of record", with or without responsibility for grading, assessment and/or attendance</li> <li>✓ Participating in meetings, collaborations, etc.</li> <li>✓ Attending conferences, workshops or other professional events hosted by or at Purdue University</li> <li>✓ Touring public areas of the campus</li> <li>✓ Attending sporting, cultural and other events</li> <li>✓ Interviewing for employment opportunities at Purdue</li> </ul>	<ul> <li>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)</li> <li>Receive new, more or         different funding         without notification to,         and approval by, ISS         first</li> </ul>
Visitors may <u>NOT</u> 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	
<ul> <li>✓ Visitors <u>may</u> be reimbursed for expenses.</li> <li>× Visitors may <u>NOT</u> receive a living allowance or stipend</li> <li>× Visitors may not receive wages from Purdue</li> </ul>		<ul> <li>➤ Visiting Scholars may not receive wages from Purdue</li> <li>✓ Visiting Scholars may be reimbursed for expenses</li> <li>✓ Visiting Scholars may receive a living allowance or stipend from Purdue</li> <li>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</li> </ul>	

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
- "FSTA" 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 <u>Purdue ISS website</u> 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 <u>PISA@purdue.edu</u>.
- 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 <a href="website">website</a> for more information. ISS – PISA has no input or control over Export Controls Screening. Please contact <a href="mailto:exportcontrols@purdue.edu">exportcontrols@purdue.edu</a> with all questions.

Emails with hyperlink to MyISS eforms asking about the scholar and the proposed activities for the visit



Once the eform are submitted, Purdue's Export Controls Office reviews the information.

They may reach out directly to the host or scholar with questions.



Export Controls Office approves the screening request. PISA is then permitted to move forward



PISA finalizes the visitor /
invitation letter with the
host unit's business
office. The Host may
need to verify the dates
of the visit (again)

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

Emails with hyperlink to MyISS eforms asking about the scholar and the proposed activities for the visit. Prompt submission of the new eforms is critical!



Once all eforms are submitted, the case is routed for clerical review.

The clerk will follow up as needed with the scholar or host to manage ommissions or questions.



The case then moves to an International Scholar Services counselor, who reviews the case for legal compliance. They may also reach out to the Host / Scholar if there are questions.



The counselor approves the case, creates a program record in the governent's database, SEVIS, and issues the Form DS-2019 to the scholar electronically.

**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.** 

Scholar submits DS-160 Visa Application to US Consulate.



In most cases, Scholar attends interview at US Consulate.



US Consulate issues visa



Scholar begins a "Visa and Travel Plans" sequence in MyISS, to facilitate ISS' preparation for their arrival. A Checklist is provided to the Scholar for this. These eforms must be complete at least 2 business days before the checkin appointment with ISS-PISA

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

~28 days prior to arrival, PISA submits Request For Privileges (R4P) to trigger issuance of PUID.

~ 7 days prior to arrival, PISA confirms with the host faculty the "final" dates for the visit. If Purdue funding is being offered, an updated invitation is required Scholar arrives; they attend in-person checkin meeting with PISA; ISS validates their arrival in the government database, SEVIS

Scholar may go
to Card
Services to
retrieve PUID
Card, access
Purdue
systems, etc.

Scholar is permitted to begin the approved activities with their host Faculty member.

NOTE: Any changes after arrival, to any aspect of the visit, including but not limited to activities or funding (including new or different funding), must be approved by ISS first.

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