

**FAIRLEIGH DICKINSON UNIVERSITY
OFFICE OF GLOBAL LEARNING AND PARTNERSHIPS**

Application to Host International Visiting Scholar

******To be Completed by Host Department******

Name of Scholar _____

Home Institution _____ Position _____

Visitor Contact Information (Email, Phone, Mailing Address):

Proposed Period of Residency (Provide Dates) _____ Campus: _____

Host Department/College _____ FDU Faculty Liaison _____

Does scholar require letter of invitation? YES / NO

Does scholar require visa sponsorship (DS2019) from FDU? YES / NO

Will the college/dept. provide office space? YES / NO*

*If no, what are the plans for workspace?

Will scholar arrange and pay own housing? YES / NO*

*If no, what are plans for housing?

Departmental Approval: _____ **Date:** _____

Dean's Approval: _____ **Date:** _____

Vice Provost's Approval: _____ **Date:** _____

**Please attach (1) Visitor Activity Plan; (2) Nomination by Home Institution; and (3) Visitor's resume or CV and
Return completed form to Office of Global Learning and Partnerships – H-DH2-15**

VISITING SCHOLAR POLICIES AND PROCEDURES

Fairleigh Dickinson University welcomes visits from international faculty and research scholars from current and potential partner institutions. Visiting faculty and scholars must have a faculty or research position at a post-secondary institution abroad and must retain this position during their visit.

All visiting faculty or scholars must be nominated by their home institution. Nominations should take the form of (1) a letter of recommendation written by a dean or equivalent official, (2) the nominee's resume or curriculum vitae, (3) the nominee's plan of activity while at FDU; and (4) the attached form.

During their residency, visitors are expected to take part in the academic life of the university in a manner mutually agreeable to themselves and their hosts. This may include joint research activities, conducting faculty workshops, presenting public lectures, or serving as a reader for a student thesis.

Visitors may audit classes (without credit) by mutual agreement with their hosts. However, visitors will not normally teach their own courses, nor will they receive any compensation from the university.

Each international visitor will be hosted by an academic department and college, which will assume responsibility for:

- Providing appropriate office or laboratory space for the visitor;
- Assigning a faculty member to serve as the academic host for the visitor;
- Providing advice and reasonable assistance to the visitor;
- Engaging the visitor in the academic life of the department, campus, and university;
- Monitoring progress of the visitor's plan of work; and
- Reporting to the Office of Global Learning and Partnerships any major change in the visitor's plan of work or any other issue or concern.

Application procedures:

1. This form will be completed and submitted with attachments to the Office of Global Learning and Partnerships (OGLP)
2. Following approval, OGLP will advise the Office of International Student Services (OISS)
3. OGLP will send an invitation letter along with the DS2019 request form to the scholar.
4. OGLP will provide copies of this invitation letter to the International Students Services office, the academic department and Dean hosting the visiting scholar, and the faculty assigned to work with the visitor.
5. ISS will contact the visiting scholar for additional information pertaining to visa and immigration questions and paperwork. It is generally the scholar's responsibility to look for housing on their own, but ISS can provide referrals and information.
6. Once all necessary documents (DS2019 request form, passport, etc.) are submitted to ISS a DS 2019 for the Scholar and family members will be created and sent along with the ISS welcome letter, copy of OGLP invitation letter, pre-arrival information, and SEVIS fee payment procedures.

Upon arrival:

1. The scholar will schedule an appointment to meet with ISS for orientation.
2. The scholar will meet with OGLP for an introduction to the university and to begin paperwork to be entered in Datatel to obtain an ID, email access, Novell account, etc. This access would depend on the FDU faculty decision on the scholar's need to have access to these resources.
3. The scholar will meet with supervising faculty to discuss the academic and scholarly activities.