

## **INTERNATIONAL VISITOR APPLICATION FOR RU ACADEMIC DEPARTMENTS**

Please submit the following required documents to the McGlothlin Center for Global Education and Engagement:

1. Complete enclosed form
2. Proposal
3. Invitation Letter and/or hiring contract
4. Proof of English Proficiency documentation

### **Important Notes**

- Immigration authorities require all international visitors must have adequate health insurance coverage that meets Department of State requirements. Visitors will have to show proof of purchase of such a policy if not provided by Radford University as part of their employment benefits. If the visitor does not have adequate coverage, or if they prefer, The McGlothlin Center for Global Education and Engagement has options for purchasing short-term insurance. Please note that government regulations also require dependents to have health insurance coverage.
- If the funding source for the visitor is other than a Radford University salary or stipend, an official financial sponsorship letter must be provided by the visitor. All financial statements must be in English and US dollars. A financial statement must show the following amounts are available in the account:
  - Visitor: USD \$30,000
  - Spouse: USD \$10,000 (if coming to the U.S.)
  - Children/Dependent: USD \$5,000 per children (if coming to the U.S.)

For more information about this application, please contact the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing [gloaled@radford.edu](mailto:gloaled@radford.edu).

**When ready, please submit all paperwork to:**

International Student & Scholar Advisor  
McGlothlin Center for Global Education and Engagement  
Cook Hall #105, Box 7002  
Email: [gloaled@radford.edu](mailto:gloaled@radford.edu)

**INTERNATIONAL VISITOR APPLICATION FOR RU ACADEMIC DEPARTMENTS**

**Step 1: Academic Department & Faculty Sponsor Information**

Academic Department: \_\_\_\_\_

Department Address: \_\_\_\_\_

Department Telephone: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Faculty Sponsor Email: \_\_\_\_\_

**Step 2: About the Visitor**

Name of Visitor: \_\_\_\_\_  
*Last Name* *First Name* *Middle Name*

Visitor's Home Country: \_\_\_\_\_

Prospective Position:  Professor  Research Scholar  Short-Term Scholar

Primary Activity of Visitor:  Teach  Research  Administrative/Staff

Activity Begin Date: \_\_\_\_\_ Activity End Date: \_\_\_\_\_

Briefly Describe Activity While At Radford University: *(Please be specific)*

# RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

## **Step 3: Funding Information**

Will The Visitor Be Paid By Radford University?  Yes  No

Will The Visitor Be Eligible for Radford University Benefits?  Yes  No

Will the Visitor Be Eligible for Radford University Employee Health Insurance?  Yes  No

Source(s) of Funding: *(Please write \$0 or N/A where it doesn't apply)*

Radford University: \$ \_\_\_\_\_ Academic Department: \_\_\_\_\_

U.S. Government: \$ \_\_\_\_\_ \* Agency: \_\_\_\_\_

Grant: \$ \_\_\_\_\_ \* Name of Grant: \_\_\_\_\_

Home Country Government: \$ \_\_\_\_\_ \* Country and Agency: \_\_\_\_\_

International Organization: \$ \_\_\_\_\_ \* Agency: \_\_\_\_\_

Private Foreign Sponsor: \$ \_\_\_\_\_ \* Name of Sponsor: \_\_\_\_\_

Private U.S. Sponsor: \$ \_\_\_\_\_ Name of Sponsor: \_\_\_\_\_

Personal Funds: \$ \_\_\_\_\_ Attach Bank Statement or Bank Letter

Other: \$ \_\_\_\_\_ Source of Funds: \_\_\_\_\_

\*If funded by the U.S. government, a grant, home country government, an international organization, or a private foreign sponsor, is this memorialized in an agreement?  Yes *(If yes, please include a copy of the agreement)*  No

## **Step 4: English Language Proficiency**

International visitors are required to provide proof that their English language proficiency is sufficient enough to function on a day-to-day basis. Is the scholar proficient enough in the English language to be able to participate in his/her program and to function on a day to day basis?  Yes  No

If yes, which of the following methods was used to measure the visitor's English proficiency?

- A recognized English language test (such as TOEFL or IELTS) *(Please attach a copy of the score report)*
- An attestation/official document from an Academic institution or English program certifying English Proficiency
- A documented interview conducted by the academic department (or the McGlothlin Center for Global Education and Engagement, if requested), either in-person, video or phone. (If this option is selected, please submit the interview form included on this packet.)

# RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

## **Step 5: Approval Signatures**

Name of Individual Completing This Form: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**When ready, please submit all paperwork to:**

International Student & Scholar Advisor  
McGlothlin Center for Global Education and Engagement  
Cook Hall #105, Box 7002  
Email: [gloaled@radford.edu](mailto:gloaled@radford.edu)