

GUIDELINES FOR HOSTING AN INTERNATIONAL VISITOR (SCHOLAR)

Academic departments at Radford University interested in bringing an international visitor for teaching or research must review and follow these guidelines in detail. Please note that these guidelines are to be followed when bringing an international scholar, research scholar, or professor to Radford University for a short-term, non-tenure track appointment. If an academic department is interested in bringing a visitor for a single lecture or two, these guidelines are not appropriate.

During this process, the academic department and the McGlothlin Center for Global Education and Engagement will work very closely. To this extent, please find below a checklist for academic departments as well as other information relevant to the process.

Academic Department Checklist

1. Complete and submit the “International Visitor Application for RU Academic Departments”
2. Proposal
 - Department should prepare a proposal of the visitor’s activity during their stay. This proposal needs to include a description of the activity (research, lecture, or teaching) and the cultural goals and components of the program. If visitor will engage in more than one activity, proposal should note the primary activity. Also include start and end dates of the proposed activity and confirmation that this is a non-tenure track appointment.
3. Prepare invitation letter for visitor
 - Department must prepare an invitation letter for visitor. The letter should include dates of visitor’s stay, nature of their stay (research, teaching, combination), the academic subject matter, office address while at Radford University, job duties, number of work hours, and any remuneration (compensation, benefits, and deductions) to be provided, if applicable. If more than one department or program is inviting the visitor, an invitation from each department should be prepared.
4. Proof of English Proficiency
 - International Visitors are required to provide proof that their English language proficiency is sufficient enough to function on a day-to-day basis, outside of the direct activity of the exchange. Departments will need to determine if the scholar is proficient enough in the English language to meet these standards.

The following methods may be used to measure the scholar’s proficiency:
 - a recognized English language test (TOEFL or IELTS score report)
 - a signed document from an academic institution or English language school
 - documented interview conducted by the sponsoring department either in-person or by videoconferencing (or by telephone if is videoconferencing is not available). Please utilize the form provided in the “Application for RU Academic Departments” if this choice is selected.
5. Contact the International Visitor and ask them to complete the “Application for International Visitors”.
 - Please note of the required documentation listed in the “International Visitor Application for RU Academic Departments”.

6. Arrange office space, computer and departmental faculty orientation
7. Assist the visitor with securing housing
8. Assist the visitor with airport transportation

Once we receive the information listed above, the McGlothlin Center for Global Education and Engagement will:

- Review all applications for accuracy and compliance
- Issue immigration document for visitor and dependents (DS-2019)
- Send all documentation to the visitor via courier
- Provide assistance with immigration questions as needed

The McGlothlin Center for Global Education and Engagement will also monitor the visitor's immigration status compliance during their time at Radford University.

International Visitor Responsibilities

1. Visitor must work directly with the academic department to determine the activities expected of the scholar while here – teaching, research, deadlines, etc.
2. Visitor must participate in an orientation meeting with McGlothlin Center for Global Education and Engagement upon arrival.
3. Visitor must comply with the health insurance requirements of the Dept. of State.
4. Visitor must report and keep their U.S. living address, telephone, and email address updated with OISSS.
5. Visitor must submit in writing to the McGlothlin Center for Global Education and Engagement each academic term an update of the activities they are participating in, with confirmation from their academic department.
6. If traveling outside the U.S. during their program, visitor must obtain a signature on their Form DS-2019 from the McGlothlin Center for Global Education and Engagement in order to re-enter the U.S.
7. Visitor should be advised of the [Two \(2\) year home residency requirement](#) they may be subjected by the U.S. Department of State at the time their visa is granted. Visitors may be subject to this requirement if they are sponsored by a government or are pursuing knowledge in a field that appears on the [skills list](#). This list is a set of skills that foreign countries determine their nation to be in short supply, so they require their citizens obtaining these skills to return to their home country for two (2) years after their program concludes. In some cases, visitors can [petition to waive the Two \(2\) year requirement](#). Please contact the McGlothlin Center for Global Education and Engagement if you have any questions.

Important Notes

- Per immigration law, the visitor must be participating in the activity for the duration of their time at Radford University, and as indicated on the "Application for RU Academic Departments". An academic department should immediately communicate with the McGlothlin Center for Global Education and Engagement if the visitor fails to continue to participate in the activity for which their international visiting sponsorship is provided.
- 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.

RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

For more information on hosting an international visitor, please contact the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing globaled@radford.edu.

When ready, please submit all paperwork to:

International Student & Scholar Advisor
McGlothlin Center for Global Education and Engagement
Cook Hall #105
Email: globaled@radford.edu