



International Students and Scholar Services
International Programs Center
University of North Carolina at Greensboro
203 Foust Building
Phone (336) 336-334-5404 • Fax (336) 334-5406
<http://www.uncg.edu/ipg>

Quick Guide To Hosting International Visitors and Scholars at UNCG

In order to streamline the process of inviting international visitors to UNCG, this quick guide will assist you in determining whether an international visitor needs an exchange visitor (J-1) visa from the International Programs Center (IPC) or a different status for his or her activity on campus. **Please contact International Student and Scholar Services (ISSS) for clarification or questions regarding these matters (mjellio2@uncg.edu; x44506; www.uncg.edu/ipg/facultyviss.html).** The following information should be considered in determining appropriate UNCG and visa/immigration status for an international visitor:

1. Will the international visitor be working in a *tenure track or otherwise non-temporary position (i.e. indefinite time period)* at UNCG? If yes, skip to section IV below. If no, proceed to question 2 below.

TRUE INTERNATIONAL SCHOLAR

2. Will the international visitor receive *non-honorarium* payment (i.e. salary) from UNCG for services rendered in a *non-tenure, temporary (i.e. definite time period)* position? If yes, skip to section I below. If no, proceed to question 3 below.
3. Will the international visitor *conduct either individual or collaborative research or teach a stand-alone course* in a non-tenure/non-permanent position (paid or unpaid by UNCG) within a department during his or her visit? (as opposed to attending meetings to *develop* future research projects or initiatives). If yes, skip to section I below. If no, proceed to question 4A below.

INTERNATIONAL VISITOR WITH LIMITED PRIVILEGES

4. A. Will the international visitor *need access to physical space* such as an office (with or without a key), desk, computer, lab or mailbox *but not receive* an honorarium, travel reimbursement, or payment for incidentals like an apartment? If yes, skip to section IIA below. If not proceed to question 4B below.

B. Will the international visitor *need access to physical space* such as an office (with or without a key), desk, computer, lab or mailbox *and receive* an honorarium, travel reimbursement, or payment for incidentals like an apartment? If yes, skip to section IIB below. If no, proceed to question 5A below.
5. A. Will the international visitor *need access to UNCG email and/or access to library resources but not receive* an honorarium, travel reimbursement, or payment for incidentals like an apartment? If yes, skip to section IIA below. If no, proceed to question 5B below.

B. Will the international visitor *need access to UNCG email and/or access to library resources and receive an honorarium, travel reimbursement, or payment for incidentals like an apartment?* If yes, skip to section IIB below. If no, proceed to question 6A below.

INTERNATIONAL VISITOR

6. A. Will the international visitor be *visiting campus for meetings only but not receive an honorarium?* If yes, skip to section IIIA below. If no, proceed to question 6B below.

B. Will the international visitor be *visiting campus for meetings only and receive an honorarium?* If yes, skip to section IIIB below. If no, please contact ISSS for more information and instructions.

SECTION I: International Visiting Scholar (J-1 Exchange Visitor)

The international visitor needs an exchange visitor (J-1) visa. The international visitor will therefore require a Provost's appointment and a DS-2019 visa document most likely from the IPC (or an organization such as Fulbright). Please contact ISSS to discuss and begin this process as well as refer to the attached J-1 visa timeline and application process overview (pp. 3-4).

SECTION IIA: International Visitor with Limited Privileges and No Honorarium

The international visitor with limited privileges will need to complete a UNCG affiliation form (UNCG Affiliated Person/Non Employee ID Request Form), copies of which should be submitted to Human Resources Services and copies filed in the Dean's Office, the IPC and your department. Otherwise, in this case, no visa documentation is required from the IPC. The affiliation form is available through the UNCG HR Office. Also, please advise the Dean of your intent to invite the international visitor.

SECTION IIB: International Visitor with Limited Privileges and Honorarium

The international visitor with limited privileges and honorarium will need to complete a UNCG affiliation form (UNCG Affiliated Person/Non Employee ID Request Form), copies of which should be submitted to Human Resources Services and copies filed in the Dean's Office, the IPC and your department. Otherwise, in this case, no visa documentation is required from the IPC. The affiliation form is available through the UNCG HR Office. Also, please advise the Dean of your intent, and consult the UNCG Tax Manager prior to the international visitor's arrival and visit http://fsv.uncg.edu/payroll/payrollnra/payroll_nra5.html for more information.

SECTION IIIA: International Short-term Visitor with No Honorarium

No visa document is necessary from the IPC but please advise the Dean of your intent and contact the Associate Provost of International Programs for more information.

SECTION IIIB: International Short-term Visitor with Honorarium

No visa document is necessary but please advise the Dean of your intent and contact the Associate Provost of International Programs for more information. Additionally, consult the UNCG Tax Manager prior to the international visitor's arrival and visit http://fsv.uncg.edu/payroll/payrollnra/payroll_nra5.html for more information.

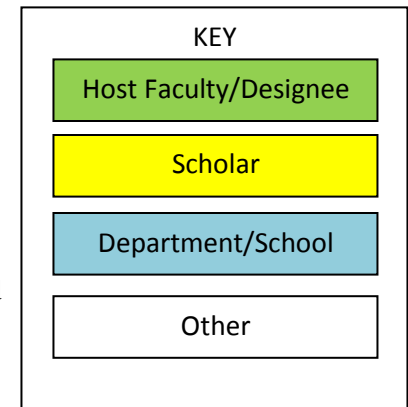
SECTION IV: Other Non Immigrant Work Visa May Be Possible

The department and international visitor will need to consult the Provost's HR immigration services office (<http://www.uncg.edu/pvt/immigration/>).

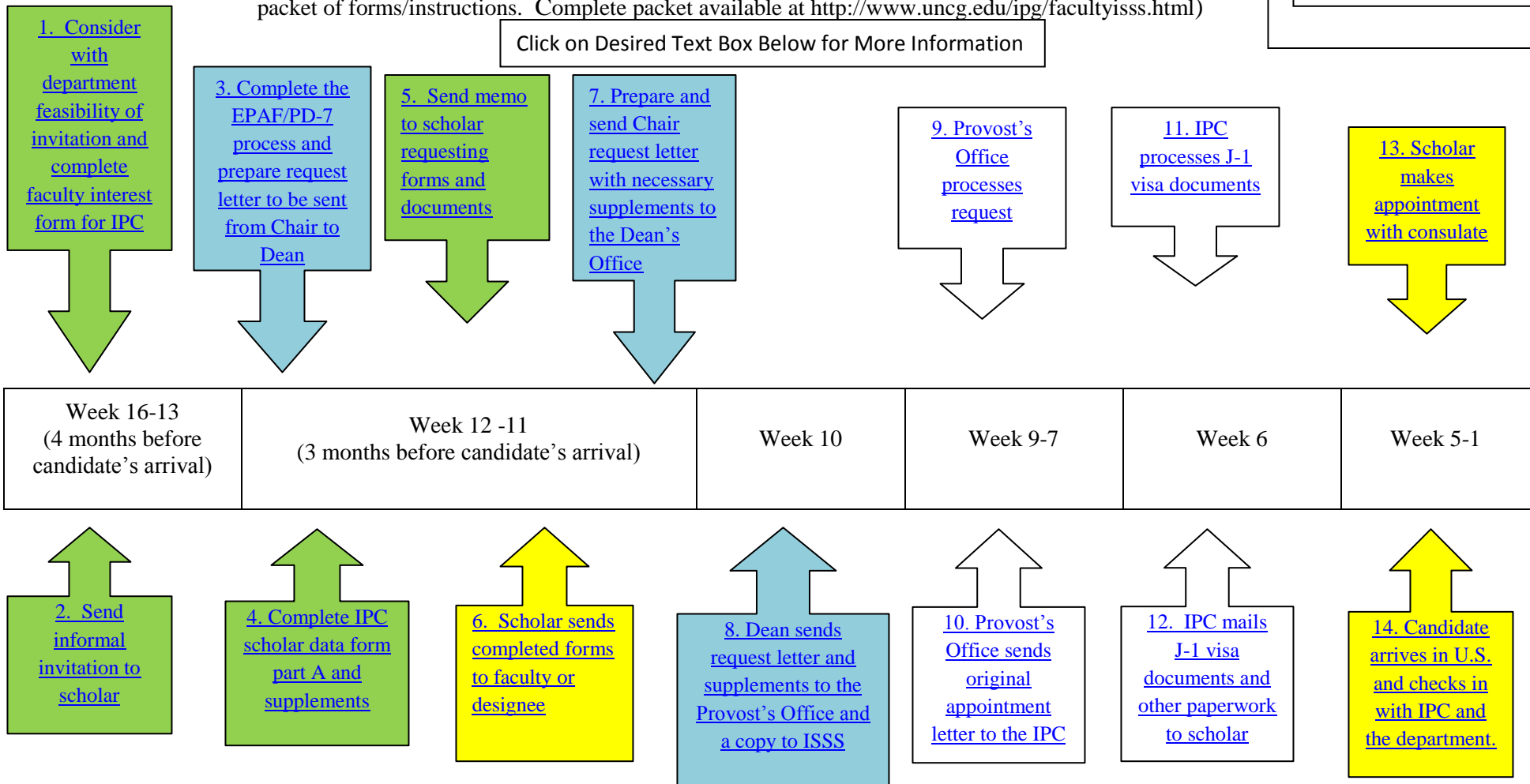
J-1 Visa Time Line*

For Scholars New to UNCG

(Designed for standard cases and to be used in conjunction with attached page 4 overview and separate detailed packet of forms/instructions. Complete packet available at <http://www.uncg.edu/ipg/facultyisss.html>)



Click on Desired Text Box Below for More Information



New J-1 International Scholar Application Process Overview

Click on Text Box Below to Return to Timeline

For complete information, instructions, forms, and templates, please visit <http://www.uncg.edu/ipg/facultyiss.html>)

1. Consider with your department the feasibility of the international scholar invitation in regard to space, funding, etc. Print out and review all related materials from the IPC website (<http://www.uncg.edu/ipg/facultyiss.html>). Submit a faculty request form (<http://www.uncg.edu/ipg/facultyinterestform.pdf>) to the IPC and schedule an appointment with the International Student and Scholar Services (ISSS) director to address related questions and issues.
2. Host Faculty (i.e. UNCG faculty sponsor) sends informal invitation to the international scholar candidate.
3. Dept. representative completes the EPAF/PD-7 process and prepares request for appointment letter to be sent from the dept. Chair to the Dean.
4. Host Faculty completes IPC scholar data form part A and supplements to be submitted eventually to the Dean (see step 5) with appointment request packet (complete packet with instructions, forms and templates available at <http://www.uncg.edu/ipg/facultyiss.html>).
5. Host Faculty sends memo to scholar requesting required forms and documents.
6. Scholar sends completed forms to faculty or designee.
7. Chair sends Chair request for appointment letter with necessary supplements to the Dean's Office.
8. Dean's Office sends appointment request packet, including appointment request letter and all supplements, to the Provost's Office and sends a duplicate packet to the IPC (attention: ISSS director).
9. Provost's Office processes request for appointment.
10. Provost's Office sends original appointment letter to the IPC.
11. IPC processes J-1 visa documents based on Provost's appointment letter and other materials.
12. IPC mails J-1 visa documents and other paperwork to scholar.
13. Scholar makes appointment with U.S. consulate in region of residence. NOTE: Wait times for visa appointment scheduling and visa processing varies considerably from country to country.
14. Scholar arrives in U.S. within 30 days of appointment/visa document start date. Scholar checks in with IPC and the department.

