

College Visiting Research Scholars Procedures

March 12, 2018

FACULTY HOSTS

Submit new or renewal college request and application materials to Department Chair.

- A. Submit your college request form to host an unpaid Visiting Research Scholar including a brief description of how the visit aligns with the college policy requirements.
Other required items include the following:
 - i. Collect Visitor Vita
 - ii. Draft College Dean Invitation Letter using College template letter (no dept. letterhead).
- B. Contact SJSU International Student and Scholar Services to collect and oversee the completion of necessary paperwork such as:
 - i. SJSU International Exchange Visitor Department Request Form (SEVIS FORM DS-2019/J-1 Visa) with appropriate support documents.
 - ii. Verification/documentation of English Language Proficiency as required.

Visitors can receive access to SJSU Email, SJSU King Library privileges/canvas. Additional paperwork is required to be processed through University Personnel and you will need to work with your department appointment processor to coordinate this process. If the visitor has a US Social Security Number (SSN) or intends to apply for one, they must willing to provide that number and their date of birth to Human Resources when requested. If they do not have a SSN and do not intend to apply for one, they must provide their Date of Birth. Work with your department appointment processor to coordinate this process.

CHAIR/DIRECTORS

If request is approved, forward entire packet to the Dean for review and signature. Please copy Dean's Office Faculty Affairs Analyst Kris Ellithorpe at Kristine.ellithorpe@sjsu.edu.

If the Dean approves the request application, the invitation letter drafted by the department will be added to the college letterhead, scanned and emailed to the department chair and faculty host to send to the visitor.

Ensure Faculty Visitor returns signed copy of invitation letter to the Dean's Office.

FOR SJSU ID/SJSU LIBRARY PRIVILEGES/EMAIL/CANVAS

Once invitation offer letter is sent and accepted by the visitor, work with department appointment processors to submit the following volunteer appointment documents. Signatures via DocuSign will be accepted.

Submit copy of signed offer letter signed by the visitor to Dean's Office with the following Faculty Affairs paperwork signed by the Chair/Director and/or visitor as required:

- **Volunteer/Unpaid Visiting Scholar Appointment Checklist** of required documents
<http://www.sjsu.edu/facultyaffairs/docs/Volunteer%20Unpaid%20Visiting%20Scholar%20Appointment%20Checklist.pdf>
- **Employee Profile** (See your Department Appointment Processor for assistance)
- **SJSU Volunteer Statement of Preparation Form**
- **Current Employee Questionnaire Form**

INVITATION TEMPLATE CONTENT:

Please Do Not Change the overall template language. You may add deliverables/expected outcomes if applicable.

The red colored text is to prompt you for specific appointment details.

Date

Name of Visitor

Institution

Mailing Address

On the recommendation of **Director/Chair Name** of the **School/Department** and on behalf of the President, I am pleased to invite you as a non-teaching, **Unpaid Visiting Research Scholar** appointment at San José State University (SJSU).

This invitation is effective for the period of **Beginning Date through ending Date**. The invitation expires at the end of the period stated and does not establish any obligation for subsequent extension. The University reserves the right to cancel this appointment.

Please note that no salary, stipend or any other remuneration is included with this invitation. You are responsible for providing your own funding to cover all of the expenses of your stay while in the United States including but not limited to transportation, housing, meal expenses, health insurance, books, research, or any other expenses for yourself and your accompanying dependents, if any. You are also responsible for your own travel arrangements between your home country and the United States, as well as obtaining the appropriate visa for yourself and your accompanying dependents, if any during your stay.

Your host faculty in the department at San José State University is **Professor First Last**. Please contact **him/her at email@sjsu.edu** for details of any available office space to utilize during your stay. Your contacts in the International Student and Scholar Services (ISSS) at SJSU are Katerina Salas (katerina.salas@sjsu.edu, (408) 924-6394) and Khim Lok (khimlok@sjsu.edu, (408) 924-5922). We are delighted that you will come to San José State University as a visiting research scholar.

Should there be any questions regarding these terms, please discuss the matter with your host faculty and the department chairperson or school director before indicating your acceptance. **If the terms are satisfactory, please sign and return one copy of this letter to the Dean's Office within ten (10) days. You may retain the second copy of your files.**

We are delighted that you will come to San José State University as a Visiting Research Scholar and hope you enjoy your stay.

Sincerely,

Dr. Mary C. Schutten, Dean

I hereby accept the conditions of my appointment as stated above.

Signature

Date

Cc: **Department Chair/School Director**
Faculty Host