UNIVERSITY OF ARKANSAS AT PINE BLUFF

STEPS FOR VISITING SCHOLAR FOR J-1 VISA

1. Faculty /Staff planning to invite a Foreign Exchange Visitor Scholar must first review the Exchange Visiting Program Regulations and become familiar with them. These regulations can be accessed from the Bureau of Educational and Cultural Affairs website: http://exchanges.state.gov/education/jexchanges/ and receive a copy of Exchange Scholar Visitor's J -1 guidelines from the International Program Officer located in Woodard Hall, Room 152 or the university's website: http://www.uapb.edu under International Programs and Human Resources.

2. Contact the UAPB designated Responsible Officer (RO) or the Alternate Responsible Officer (RO) located in the Office of International Programs (OIP) or call 870-575-8195.

3. Once the Division Dean or Vice Chancellor of a department selects prospective visiting scholar, approval from Division Dean or Vice Chancellor should be in a written request and sent to RO or ARO to process the J-1 Visa. The following documents must accompany the written request:
   a) A statement defining period and duration of the scholar's program
   b) A statement of the amount of stipend (in US$) and benefits to be provided to the scholar
   c) The total amount of funds (in US$) available for the scholar's program
   d) A plan for insurance coverage while in the country (if the visiting scholar is a full-time benefit eligible employee, he/she may participate in the university's health plan)
   e) A summary description of cross-cultural activities in which the scholar will participate per the Exchange Visitor Program requirement stated under Section #4 of this announcement
   f) Full name of the Visiting Scholar and all accompanying dependents
   g) Passport numbers (Usually through photocopies of appropriate pages in the passport)
   h) Scholar's country of citizenship
   i) Dates of birth of the exchange visitor and accompanying dependents
   j) Exchange Visitor Category (i.e. Visiting Professor, Research Scholar, or Short-Term Scholar)

4. Make an appointment to the see the UAPB Responsible Officer (RO) or the Alternate Responsible Officer (ARO) by calling 870-575-8195.

5. For the scheduled appointment bring all necessary documentations, written approval and a letter requesting the OIP to process the J-1 VISA application for the Visiting Scholar to the RO or ARO office.

6. RO and/or ARO will examine and evaluate documents for INS compliance. Once the documents have received clearance from the RO and/or ARO, the RO and/or ARO will notify the department of clearance.

7. The department must present a formal letter of invitation from the Chancellor to the visiting scholar. Before sending the letter to the prospective visiting scholar, the RO and/or ARO must review the letter. After review of letter from RO and/or ARO, the department mails the approved letter to the prospective J-1 visitor. The RO and/or ARO will need a copy of the letter.

8. The prospective J-1 visitor must complete necessary paperwork in her/his country before entering the United States. They must bring all necessary paperwork to the United States for processing of employment.

9. When the visiting scholar arrives in the United States, he/she should proceed to apply for a Social Security Card from the local Social Security Office. Once the visiting scholar arrives at UAPB and reports to the department, the department must bring the visiting scholar to the RO/ARO. The RO and/or ARO will evaluate and review all forms, documents and paperwork. Upon approval of paperwork, the RO or/and ARO will compose a letter of clearance of paperwork. The clearance letter must be signed by the RO or ARO.

10. The RO and/or ARO will send the visiting scholar, clearance letter, documents and all necessary paperwork to Human Resources located in Caldwell Hall, Room 103.

11. The visiting scholar provides the clearance letter, all necessary paperwork and documents to Human Resources. The visiting scholar then must complete all necessary employment papers in Human Resources. Human Resources-Personnel will send scholar to Payroll located in the Administration Building, Room 203.

12. The visiting scholar must complete all paperwork for tax purposes in the Payroll Office, Administration Building, Room 203.