Gevirtz Graduate School of Education
Visiting Scholar Guidelines

I. FIRST STEPS TO INVITE A VISITING SCHOLAR

If you have agreed to be a faculty sponsor for a visiting scholar, <u>first contact the staff in your Department Office</u>. They will act as a liaison from the department to the UCSB Office of International Students and Scholars (OISS) and assist the visitor with the J-1 visa process.

Send your department staff the following information:
- Visitor's Name
- Country of Origin
- Email Address
- Mailing Address
- Planned arrival and departure dates (cannot exceed 12 months)
- A detailed description of the research activities the scholar will be engaging in during their visit

Do not send an invitation letter directly to the visiting scholar. The department staff will prepare and send an invitation letter on your behalf to the visiting scholar with information about J-1 visa requirements and the process, along with details about their stay, including resources and academic privileges they may have access to during their visit.

II. OISS AND THE VISA PROCESS

- OISS requires a <u>MINIMUM OF 3 MONTHS</u> *prior to the arrival date* to prepare DS-2019 paperwork that must be completed before obtaining a J-1 visa. No exceptions!
- When planning a visit, foreign visitors should review the [UCSB Office of International Students & Scholars (OISS)](#) website first for current information about funding and the mandatory health insurance requirements.
- Faculty Sponsors must interview prospective J-1 visitors and provide signature approval of their "Certification of English Language Proficiency" before a DS-2019 will be issued. The form to be signed certifying English language proficiency will be provided to Faculty Sponsors by the department office staff.
- A Host Department Approval Authorization Form must also be completed and signed by the Faculty Sponsor and the Department Chair. This will also be provided to Faculty Sponsors by department staff along with the Certification of English Language Proficiency Form.

- If arrival/departure dates change, please notify the department staff. Actual arrival and departure dates for J-1 visitors may fluctuate no more than 30 days before or after originally planned dates.
- There is no express mail service provided for any of the documentation to be sent to Visiting Scholars. All DS-2019 packets are mailed via standard foreign delivery from campus mail services, and they cannot be tracked. <u>Packets mailed out of the U.S. may take approximately 5-6 weeks to be received</u>. If a DS-2019 packet is lost and must be replaced, it is the visitor's responsibility to adjust their travel plans and obtain a revised "Letter of Invitation" from their sponsor if necessary.

III.   PROCEDURES AND PRIVILEGES FOR VISITING SCHOLARS DURING THEIR STAY

- Departments do not provide any funding, employment, housing, supplies, nor express mail services.
- It is the visitor's responsibility to secure their own housing, provide their own funding, and any personal insurance coverages.
- All Visiting Scholars should report to the department upon their arrival to complete required campus paperwork and must bring a copy of their J-1 visa.
- Upon completion of required campus paperwork, a UCSBnetID can be issued to the Visiting Scholar and is available within 5-10 days after completing the paperwork.
- No email account nor mailbox is provided for Visiting Scholars. Visitors should use their own email account and home address.
- Visiting Scholars have designated shared office space to use in the building.
- Visiting Scholars may use the UCSB Library, have technology access (WiFi), and can attend GGSE courses with Instructor approval (for no credit).
- An "Access Card" to obtain access to the Education building is optional and available for a fee.
- Visitors have the option to use a locker within the building for a fee.
- No "official" certificate of attendance is provided to Visiting Scholars.