

CoE Procedures to invite a J-1 Exchange Visitor (Visiting Scholar) to the CoE

If you receive an inquiry/request to host a visiting scholar, you must do the following before responding in the affirmative:

Faculty sponsor must complete Exchange Visitor DS-2019 Request Form (may be found at the following web site) and submit for signature to Department Head. Please note that there is a section to be completed and signed by the visitor. PLEASE BE SURE TO CAREFULLY FOLLOW INSTRUCTIONS ON THE DS-2019 Request Form including attaching all required documents. Incorrect completion of forms will result in a delay in processing. Forms may be found at:

<http://www.ois.uic.edu/departments/forms/>

Department Head confirms CFOP for payment of OIS application fee (presently \$350.00) and routes to Dean for signature.

Dean signs and returns to College Director of Human Resources who will submit to UIC Office of International Services. Please submit required documents and appropriate fees to the Director of CoE Human Resources at least two to three months before program start date to allow the Exchange Visitor ample time to request a visa.

The visitor will need to take the approved DS-2019 to her/his home consulate for processing and arrange for her/his own air travel, accommodations, etc. The college cannot guarantee space or equipment for the visitor.

No letters of invitation may be sent to Exchange Visitors without OIS approval.

For more information, including regulations effective January 5, 2015, please see the OIS web site at:

http://www.ois.uic.edu/faculty__staff__and_scholars/j/

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