SPONSORING A COF INTERNATIONAL VISITOR

1 PLANNING THE VISIT

(at least 3 months prior to visitor arrival)

1. Discuss visitor parameters (visit duration, resources, remuneration, etc.) with Department Head and secure Department Head approval.
2. If sponsoring a scholar who will be remunerated, familiarize yourself with the distinction between stipends and reimbursement.
3. Complete the International Visitor Sponsor Form.
4. Advise your Visitor to complete the International Visitor Intake Form.
5. Write a letter of invitation specifying aims of visit, appointment type, duration, compensation, and any additional details (contact Kerry Menn for a sample letter for your department). Obtain Department Head signature. Send the signed letter (as a PDF) to the visitor AND Kerry.
6. If your visitor will come as a Student Intern, complete the Training/Internship Placement Plan, and forward the signed copy to Kerry Menn.
7. Based on the information you submit in the International Visitor Sponsor Form, you will receive further instructions from Kerry Menn and OIS to complete sponsor sections and facilitate visitor completion of the J-1 visa process.

*Completed applications should be submitted a minimum of 2 months before the visitor's expected start date. This allows for US consulate visa processing, which OIS cannot expedite.

2 PRE-ARRIVAL

(from 3 months prior until arrival date)

CoF International Programs will review documentation and send completed files to the Office of International Services (OIS). This begins the process of producing a DS-2019 (Certificate of Eligiblity for J-1 Exchange Visitors) for the scholar or intern. Once the DS-2019 is received by CoF International Programs, we will send it to the visitor with a tracking number and assist them with any questions they may have. Once they have received the DS-2019, the visitor will need to schedule and attend a visa interview at a United States Consulate.

Continue to work with your visitor to establish parameters for their visit. These may include:

- Complete appointment preparation (courtesy/associate)
- Complete stipend/reimbursement arrangements
- Work with department office to arrange provision of college space and services
- Define research itinerary and project details, or other scholarly activities
- Develop a work plan (for interns)
- Notify CoF International Programs and your departmental office manager of guest's arrival date.

On a personal level, you may need to provide your visitor with support in the following areas:

- Finding Housing
- Enrolling children in school
- Traveling from the airport to Corvallis
- Finding health care providers

Helpful resources are available on the CoF International Visitors webpage.

3 VISITOR ARRIVAL

1. Welcome the visitor to Corvallis! Pick them up, or be sure they have the means to arrive in Corvallis.
2. Introduce your visitor to the Department Head and Office Manager, who will help ensure they have the necessary support in place.
3. Connect your visitor with OIS for Campus Orientation and Mandatory Check-In**.**
   All J-1 Exchange Visitors must check in with OIS upon arriving in the United States. The OIS office will validate and activate the scholar or intern to the J-1 Exchange Program and update their address with the SEVIS immigration system.
4. Bring visitor to CoF International Programs, so that we may meet them and serve as a resource during their time in CoF.
5. Collaborate on expectations for the visit - clarify these early in the process, and include departure process - final report, exit interview, etc.

Questions?

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