

NAVIGATING INTERNATIONAL INCOMING VISITORS

1 COF IP SUPPORT

1. After discussing the ability to sponsor and the duration of scholar's sponsorship with your department, please assess the scholar's English proficiency (usually through videoconference) - you will need to note the M/D/Y on the Sponsor Form (step 2).
2. Complete the [International Visitor Sponsor Form](#). Advise your visitor to complete the [International Visitor Information Form](#).
3. Upon receiving both submissions, I request for sponsorship to OIS.
4. Write a letter of invitation (I can provide a sample letter for your department). Obtain Department Head signature. Send signed letter to the visitor, me, & your Admin Manager.
5. If your visitor will come as a Student Intern, I will ask you to complete the [Training/Internship Placement Plan](#), and forward the signed copy to me.
6. Based on the information you submit in the Sponsor Form, you will receive further instructions from me and OIS to complete the J-1 visa process.
7. If your visiting scholar is coming under ESTA or Fulbright and does not need visa sponsorship, please share potential visit details with me and your Admin Manager in order to track their progress.
*Completed applications should be submitted a minimum of 4 months before the visitor's expected start date. This allows for US consulate visa processing, which OIS cannot expedite.

OSU OIS

CoF IP will review documentation and send completed files to OIS. This begins the process of producing a DS-2019 (Certificate of Eligibility for J-1 Exchange Visitors) for the scholar or intern. OIS will send sponsorship options that COF IP or sponsor should approve via email. Once all steps are completed, the visitor receives the DS-2019, then will need to schedule and attend a visa interview at a United States Consulate.

Useful Links

[Sponsor Form](#) [Visitor Form](#) [Training Placement Plan](#) [CoF International Visitors Webpage](#)



Questions?

Contact: Rachael Fahrenbach Department

Contact for J-1 Exchange Visitors

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Your partners in sponsoring your visitor:

CoF International Programs (COF IP)

OSU Office of International Services (OIS)

Your Department & You

2 YOUR DEPARTMENT& YOU

1. Work with your Admin Manager to complete stipend/reimbursement arrangements.
2. Work with department office to arrange provision of college space and services.
3. Define research itinerary and project details, or other scholarly activities. Collaborate on expectations for the visit.
4. Develop a work plan (required for interns).
5. Notify CoF International Programs and your Admin Manager of guest's arrival date.
6. *Welcome your visitor to Corvallis!* Pick them up, or be sure they have the means to arrive into town.
7. Introduce your visitor to the Department Head and Admin Manager, who will help ensure they have the necessary support in place.
8. Ensure your visitor attends Campus Orientation and Mandatory Check-In. The OIS office will validate and update their address with the SEVIS immigration system.
9. Bring your visitor to CoF International Programs, so that we may meet them and serve as a resource during their time at CoF.

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](#).