

NAVIGATING INTERNATIONAL INCOMING VISITORS

COF IP SUPPORT

- 1. After discussing the ability to sponsor and the duration of the visitor’s sponsorship with your department, assess the visitor’s English language proficiency (video conference). Please note the MM/DD/YYYY on the **Sponsor Form, Step 2.**
- 2. Complete the [International Visitor Sponsor Form.](#)
- 3. Advise your visitor to complete the [International Visitor Information Form.](#)
- 4. Upon submission of the above forms, COF IP will send sponsorship request to OIS.
- 5. If your visitor is a **Student Intern**, please complete the [Training Placement Plan](#) and forward the signed copy to COF IP.
- 6. Await further instructions from COF IP and OIS to complete J-1 visa process.
- 7. If the visitor is coming under ESTA or Fulbright and does not need visa sponsorship, please share visit details with COF IP and your Admin Manager to track their progress.

Plan Early

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

- DS-2019 (Certificate of Eligibility for J-1 Exchange Visitors) for the scholar or intern will be produced after COF IP sends completed files to OIS.
- OIS will send sponsorship options that COF IP or sponsor approve by email.
- Once all steps are completed, the visitor will receive their DS-2019. The visitor must schedule and attend a visa interview at a United States Consulate before a J-1 visa can be issued.

Additional Resources



Your Sponsoring Partners



YOUR DEPARTMENT & YOU

- 1. Work with your Admin Manager to complete stipend/reimbursement arrangements.
- 2. Work with your 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. If your visitor is a **Student Intern**, please develop a work plan.
- 5. Notify COF IP and your Admin Manager of visitor’s arrival date.
- 6. Welcome your visitor to campus! Pick them up, or facilitate other travel arrangements.
- 7. Introduce your visitor to the Department Head and Admin Manager. They will provide the necessary support.
- 8. Make sure your visitor attends Campus Orientation and Mandatory Check-In. OIS will validate and update their address with the SEVIS immigration system.
- 9. Bring your visitor to the COF IP Office to check-in.

Support Your Visitor

- Help find and secure housing
- Assist in enrolling children in school or childcare
- Provide list of suitable health care providers

