

# SPONSORING A COF INTERNATIONAL VISITOR

## PLANNING THE VISIT

(at least 3 months prior to visitor arrival)

1

1. Discuss visitor parameters (duration, resources, remuneration, etc.) with and secure approval from your Department Head.
2. If sponsoring a scholar who will be supported financially, familiarize yourself with the distinction between stipends & reimbursement.
3. Determine who will pay the \$500 OIS Application Fee (department or scholar).
4. Assess the scholar's English proficiency (usually through videoconference) - you will need to note the M/D/Y on the Sponsor Form (step 5).
5. Complete the [International Visitor Sponsor Form](#).
6. Advise your visitor to complete the [International Visitor Information Form](#).
7. Write a letter of invitation (Rona can provide a sample letter for your department). Obtain Department Head signature. Send signed letter to the visitor, Rona, & your Admin Manager.
8. If your visitor will come as a Student Intern, complete the [Training/Internship Placement Plan](#), and forward the signed copy to Rona.
9. Based on the information you submit in the Sponsor Form, you will receive further instructions from Rona and OIS to complete the J-1 visa process.
10. 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.

### Questions?

Contact: Rona Bryan,  
CoF International Programs Manager  
[rona.bryan@oregonstate.edu](mailto:rona.bryan@oregonstate.edu)  
541-737-7738  
Peavy 116-N

Your partners in sponsoring your visitor:

CoF International  
Programs (COF IP)

OSU Office of  
International  
Services (OIS)

Your Department

2

## PRE-ARRIVAL

(from 3 months prior until arrival date)

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 ship the DS-2019 to the visitor with a tracking number. Once the visitor has received the DS-2019, they will need to schedule and attend a visa interview at a United States Consulate.

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

- Complete appointment preparation (courtesy/associate)
- Work with your Admin Manager to 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 (required for interns)
- Notify CoF International Programs and your Admin 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](#).

## VISITOR ARRIVAL

3

1. Welcome your 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 Admin Manager, who will help ensure they have the necessary support in place.
3. Ensure your visitor attends [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 them to the J-1 Exchange Program and update their address with the SEVIS immigration system.
4. Bring your 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 including departure procedures (i.e., a final report or exit interview).