

Policy and Process for Hosting a Visiting Scholar

Selection of J-1 Visiting Scholars

- Positions and sponsorship for international visiting professors and short-term scholars who will enter the U.S. on J-1 Exchange Visitor visas will be administered through NOVA's Office of International Education and Sponsored Programs.
- Initial selection and position creation must be made in accordance with college, division, or department policy.
- Final approval of visiting professor positions will be required from the appropriate Dean or Provost
- In addition, the appointment of candidates will be subject to hiring guidelines in accordance with Human Resources.

Selection criteria include (but are not limited to):

- The extent to which the visitor can offer courses suitable to the academic departments; and the extent to which the applicant can provide a broader cultural perspective to the NOVA community.
- Educational background requirements will vary according to the level of the position.
- Participants will be required to submit all documentation in English and to provide recommendations concerning their ability to teach in English.
- Individual interviews should be conducted with each candidate, thereby allowing any selection committee to assess the applicants' facility in English.
- Language training is not required as part of the program and should be incidental to their program.
- The NOVA academic department/college/division must submit the **Visiting Scholar Request Form [PDF]** to the Office of International Education and Sponsored Programs, with the appropriate signatures **at least 6 months** prior to scholar's requested arrival.

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1 Initiate Document Request	NOVA Academic Department: <ul style="list-style-type: none"> ○ Gathers supporting documents, information, NOVA campus approvals/signatures ○ Submits to the Office of International Students and Sponsored Programs: Visiting Scholar Request Form with signatures Required attachments/supporting documents for scholar and any dependents ○ Initiate / Process appropriate paperwork with Human Resources. 	4-8 weeks
Step 2 Process Documents	Office of International Education and Sponsored Programs: <ul style="list-style-type: none"> ○ Reviews Visiting Scholar Request Form and supporting documentation. ○ Contacts department if the request is incomplete or there are questions ○ Enters Visiting Scholar's data into SEVIS database, issues Form DS-2019 ○ Contacts the department when the DS-2019 document and attachments are ready 	10 business days
Step 3 Visa Appointment	Visiting Scholar: <ul style="list-style-type: none"> ○ Receives the DS-2019 from NOVA department contact ○ Schedules a visa appointment with U.S. embassy or consulate at: http://usembassy.state.gov/ ○ Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com 	2-4 weeks
Step 4 Process Visa	U.S. Embassy/Consulate: <ul style="list-style-type: none"> ○ Reviews visa application ○ Conducts background security check ○ Issues visa stamp in passport 	1-12 weeks
Step 5 Visiting Scholar Arrival to NOVA	Visiting Scholar: <ul style="list-style-type: none"> ○ Presents passport and Form DS-2019 to the Department of Homeland Security official ○ Checks in with host department immediately upon arrival ○ Schedules appointment with NOVA Office of International Education and Sponsored Programs within 1 week of arrival and brings DS-2019, visa and proof of health insurance ○ Informs NOVA of his/her U.S. address and within 10 days of arrival ○ Meets with NOVA's Responsible Officer to receive J1 Orientation 	J-1 visiting scholar may arrive up to 30 days before start date or 14 days after start date noted on the DS-2019 Form
	Estimated Total Time	2- 4 months

For Questions Contact:
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