

California State University, Northridge

INTERNATIONAL VISITING SCHOLAR REQUESTS Guiding Principles and Policies

The What and the Why: CSUN can invite accomplished faculty members from other institutions worldwide to come to the university as visiting scholars. CSUN extends invitations to international scholars whose work in their fields would strongly complement and enhance the teaching and/or research capabilities of a particular CSUN department. The expectation is that visiting scholars will spend their time on campus with well-planned and meaningful sets of instructional responsibilities and/or in performing defined research in collaboration with one or more departmental faculty members.

Seek Rather than Find: While CSUN receives various requests from faculty members at various international colleges and universities, the most sought-after and frequently selected candidates are those whose work in a particular field is highly regarded by the department's faculty. For those international academics or professionals that approach CSUN and are requesting a chance to spend a semester or two at CSUN, refer them to the CSUN "Visiting Academics and Professional Program".

Getting the Most: The reasoning behind the selection of a particular visiting scholar generally determines the nature of his or her work at CSUN. I.e., if a scholar has been selected because of his or her research and publications in a field of particular importance to the department, it is likely that the department plans to engage both the visitor and the departmental faculty in research in the same field. He or she may also present guest lectures in selected courses, so that students can benefit from the visiting scholar's perspective and expertise.

How Long: The scope of the visiting scholar's planned work should determine the length of the visit. The minimum stay is three weeks. Two semesters (i.e., an academic year) is more typical. Occasionally, a full calendar year's stay may be appropriate.

How Much: Inviting and hosting of visiting scholars requires resources and a resource plan or budget. The visiting scholar must have the resources needed to perform the research and/or guest lectures planned during the visit. This might require lab facilities/supplies, library access, office/work space, general office equipment/computer, email access, and the like. The visiting scholar might be paid for some or all of the assignment. There are a variety of ways in which these resources can be provided — the department and/or college budget, grant funding or donor funding, partial or full funding from the visiting scholar's home institution, or the like. Regardless of how the visit is to be funded, developing a financial and resource plan in advance of issuing the invitation is a good idea (helps the chair and the dean decide whether or not to sign off on approving the visit). All visiting scholars will need living arrangements during the visit — a place to stay, enough funding for living expenses, etc. To ensure that the visitor does not arrive without arrangements made, developing a plan for these aspects of the visit well in advance is also important.

Who is Responsible: Visiting scholars are a departmental initiative and a departmental responsibility. Though hosting carefully selected visiting scholars enhances an individual department's academic resources, it also requires significant investments of human, financial and material resources on the parts of the department and its college. To ensure that both entities are prepared to do what is needed to support the visiting scholar, signature approvals of both the chair and the dean are required before the visiting scholar is invited to CSUN. In addition, the Provost is asked to endorse the planned invitation as well as the plan for engaging the visiting scholar in the academic life of the department (and, by extension, that of the University).

Paperwork Deadlines: The department and college sponsoring the proposed visiting scholar should complete the required International Visiting Scholars Proposal Form (ATTACHMENT A) and have it signed and submitted **at least 3 months before** the start of the planned visit. Keep in mind that even after CSUN completes its work and issues the letter of invitation, the invited scholar may need several weeks or months to obtain a visa, secure funding, and plan travel.

To Get Started – Email or call John Binkley (Deputy Dean of the Tseng College). John can point you in the right direction and answer any questions that you might have about the process of inviting a visiting scholar before you complete the above-referenced form. John.h.binkley@csun.edu or ext. 7372.

Essential First Step for the Arriving Visiting Scholar: In order to be validated in the U.S. Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS), the visiting scholar **must check-in with the CSUN J-1 visa lead for Visiting Scholars (Lauren Jarvis, Tseng College, Bookstore Complex, Room 100; phone: 818-677-3272)** within 10 days of arrival in the USA. **When checking in, visitors must present the following documents:**

- Stamped DS 2019 form
- Passport
- Visa and I-94
- Verification of Insurance (if available)

Proposing to Extend the Stay: In the rare cases when the sponsoring department/college believes it would be of significant benefit to the department/college's research achievements and the educational experience of the department/college's students, the sponsoring department/college can propose a new or "next phase" plan for the visiting scholar. To do this, the sponsoring department/college would complete the International Visiting Scholar -- Extended Stay Request Form (ATTACHMENT C) and submit it **at least 2 months** before the end of the originally planned visit. The extension proposal defines the work to be done during the extended stay and confirms the availability of resources to support an extended visit.

ATTACHMENT A

California State University Northridge

INTERNATIONAL VISITING SCHOLARS PROPOSAL FORM

*NOTE: Completed form should be submitted **at least 3 months prior** to the start of the proposed visit (earlier is better).*

Name of the Sponsoring Department/Program: _____

Name of the Sponsoring College: _____

Name and Contact Information for the Faculty Member or Administrator the College has Assigned as the Primary Contact and Host for this Visiting Scholar:

Name: _____

Title: _____

Email: _____ Phone: _____

Section 1 – Purpose and Duration of the Visit (to be completed by the sponsoring CSUN department/college)

1A – WHAT IS A J-1 SCHOLAR? The Exchange Visitor Program, administered by the U.S. Department of State allows the University to use the J-1 Exchange Visitor visa status to invite or employ foreign professors, research scholars, and short-term scholars in the United States temporarily.

Minimum academic credentials

Professor and Research Scholars are expected to have appropriate academic or similar credentials. As a general policy, a prospective exchange Professor or Research Scholar would normally be expected to have at least a bachelor's degree with appropriate experience in the field of endeavor. For example, the Department of State's Foreign Affairs Manual [9 FAM 41.62 N4.8 (d)] describes the minimum qualifications for the Research Scholar as follows: "Minimum qualifications for this category are a bachelor's degree with appropriate experience in the field of in which research is to be conducted." Although the FAM does not contain such guidance in the sections dealing with the Professor or Short-Term Scholar categories, the bachelor's' degree minimum is most likely what the Department of State would expect program sponsors to require as a minimum academic credential for those categories as well.

*FAM=U.S. Department of State Foreign Affairs Manual
NAFSA's Advisor Manual of Federal Regulations Affecting Foreign Students and Scholars

Select the appropriate classification

Visiting Professor

A professor is an “individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries, or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsor” [22 CFR* 62.4(e)].

Research Scholar

A research scholar is an “individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the sponsor” [22 CFR* 62.4(f)].

Short-term Scholar

“A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions”[22 CFR 62.4(b)]. Examples include educators, scientists, research fellows, writers, and museum administrators. The maximum duration of stay is limited to four months, and short-term scholars are not permitted to extend their stays.

*CFR=Code of Federal Regulations
NAFSA's Advisor Manual of Federal Regulations Affecting Foreign Students and Scholars

1B – THE PURPOSE OF THE VISIT: (Attach your response on a separate sheet.)

What is the reason for inviting this visiting scholar? How do his/her work and scholarly accomplishments add to the department’s and/or college’s instructional and research strengths? How will inviting this scholar advantage CSUN students? (500 words or less)

What are the specific research and/or instructionally-related assignments for the visiting scholar during his/her stay? (Be specific in outlining the planned project/s for each semester of the planned visit)

1C – DATES OF THE PROPOSED VISIT:

_____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

The planned dates of the visit should be in keeping with the purpose of the visit and the assignments as outlined. (NOTE: Please allow at least two months prior to the planned start date of the visit in order for the Visiting Scholar to get an appointment with the Consulate.)

Section 2 – Financial and Support Plans (for completion by the sponsoring CSUN department/college)

2A – THE BUDGET: Please provide a budget for the planned visit, and indicate the dollar amount for each item to be provided. The budget should include all committed resources. Though necessary expenses may vary from one visitor to another, typical budget items include the following: compensation (if any) for the visiting scholar/instructor; general office-expense or lab-funding allowance; office and/or lab space; office and/or lab equipment; library access; access to designated campus facilities (e.g., CSUN Recreation Center); student and/or teaching assistant/s; and housing and living expenses. If there are specific expenditures involved (beyond allocation of resources – office, existing equipment, etc.), please indicate the sources of the funding. E.g., general fund, Trust, University Corporation grant, and/or grants held by the visiting scholar or made by his/her home institution.

NOTE: If the grant funding is managed by University Corp, please include the project ID and account number. (For University Corp funding verification form, see page A-4.)

IMPORTANT: before submission, the proposed budget should be reviewed by the sponsoring college's MAR. (For MAR review form, see page A-4.)

CSUN is required to document proof of financial responsibility for visiting scholars. You must show a minimum of \$18,000 for each year (i.e., \$1,500 per month).

| Funding Source | Amount per month (USD) | # of Months | Total Amount |
|--|------------------------|-------------|--------------|
| CSUN General Fund Account # _____ | \$ | | \$ |
| The University Corp Account # _____ | \$ | | \$ |
| U.S. Government agency funds to <i>this</i> Exchange Visitors: Name of Agency: _____ | \$ | | \$ |
| International Organization: [e.g. UN, WHO, NATO] funds to <i>this</i> Exchange Visitor: Name of Agency: _____ | \$ | | \$ |
| Exchange Visitor's Government: Name of Agency: _____ | \$ | | \$ |
| Other organizations/Institutions in the U.S. or abroad: Names(s): _____ | \$ | | \$ |
| Personal funds (include bank statement): | \$ | | \$ |

2B – BENEFITS: As part of resource allocation, what type of benefits do you intend to provide?

- No Benefits (only for hourly employees or salaried employees with an appointment of less than 6 months)
- Benefit Category Group A
- Vacation
 - Sick Leave
 - Personal Holiday
 - Paid Holidays
 - Retirement Benefits (under specific conditions)
 - Tax Sheltered Annuity Plan
- Benefit Category Group B
- Vacation
 - Sick Leave
 - Personal Holiday
 - Paid Holidays
 - Health Insurance
 - Dental Plan
 - Vision Plan
 - Life Insurance/AD&D
 - Retirement Benefits (under specific conditions)
 - Tax Sheltered Annuity Plan

2C – HEALTH CARE COVERAGE: Proof of health insurance (including provisions for evacuation and repatriation) is required for the research period. If the visiting scholar wishes, this insurance can be secured through CSUN prior to arriving in the U.S. If secured elsewhere, please provide evidence of coverage. (i.e., submit a copy of policy provisions).

2D -- HOUSING: While the sponsoring college/department may not be providing housing for the visiting scholar (who may, for example, have those arrangements covered by their home institution, by personal funds, or the like), it is important that the sponsoring CSUN department/college check to ensure that housing arrangements are in place (so that the visiting scholar does not arrive with mistaken expectations and/or no housing arrangements in place).

As the sponsoring department/college, we have confirmed that housing arrangements are (or will be) in place for this visiting scholar when he/she arrives in the U.S.

Yes No

2E – REVIEW CONFIRMATION

The signature of the sponsoring college’s MAR, below, indicates that all elements of Section 2 above have been reviewed and have been found to be complete and accurate.

Signature of the College MAR: _____ **Date:** _____

2F -- Budget Verification from the CSUN University Corporation if the planned visit will use CSUN grant funds managed by the CSUN University Corporation:

The signature of the University Corporation representative, below, confirms that the grant funds as proposed in the budget above are available and are being appropriately used for the proposed scholarly visit as outlined in sections 1 and 2 above

Print Name: _____

Title: _____

Signature: _____ Date: _____

Section 3: Information about the Proposed Visiting Scholar:

3A -- WHERE TO SEND THE OFFICIAL INVITATION: Complete mailing address, home telephone and fax number to which the letter of invitation and DS-2019 Form should be sent via UPS Express. If other handling is desired, please specify the person to contact or procedure to be followed:

Organization Name: _____

First Name: _____ Last Name: _____

Address 1: _____

Address 2: _____

City: _____ Country: _____

Postal Code/Zip Code: _____

Cellular Phone: _____ Landline Home Phone: _____

Office Phone: _____ Fax: _____

Email Address: _____

3B -- MORE DETAILED INFORMATION ON THE VISITING SCHOLAR

Last Name (Family Name): _____

First Name: _____ Middle Name: _____

Male: Female: Birth date (month/day/year): _____

Does the Visiting Scholar have a Ph.D.? Yes: No:

Visitor's home academic or administrative affiliation (department, school, University, etc.):

City of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Country of Legal Permanent Residence: _____

3C -- SOURCES OF SUPPORT FROM THE VISITING SCHOLARS HOME INSTITUTION

Please attach a letter from the proposed Visiting Scholar's home institution (college/university) or organization certifying funding sources(s) and amount(s) in dollars for travel and subsistence (accommodations and living expenses) for the full term of the planned visit, if applicable.

Section 4: CSUN Approval Signatures

DEPARTMENT CHAIR'S SIGNATURE: The signature of the sponsoring department's/program's chair/coordinator indicates approval of the plan and the department's readiness to assume the responsibilities involved in sponsoring and hosting this proposed Visiting Scholar.

Print Name: _____

Signature: _____ Date: _____

COLLEGE DEAN'S SIGNATURE: The signature of the sponsoring department's/program's dean indicates the college's support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to CSUN and the college's faculty and students, and that the college confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined in Sections 1 and 2, above.

Print Name: _____

Signature: _____ Date: _____

THE TSENG COLLEGE: The signature of the Deputy Dean of the Tseng College confirms that this form has been completed in keeping with CSUN procedures and provides the information necessary to approve the request and process a formal letter of invitation.

Print Name _____

Signature: _____ Date: _____

CSUN PROVOST: The signature of the Provost (or designee) indicates that the Provost has been informed of this planned visit and supports its moving forward as described above.

Signature: _____ Date _____

**Return Completed form to:
CSUN International Visiting Scholar
Office of the Deputy Dean
The Tseng College
Bookstore Complex, Room 202
Campus Mail Code: 8365
Phone: 818-677-7372**

ATTACHMENT C

California State University Northridge

INTERNATIONAL VISITING SCHOLAR – EXTENDED STAY REQUEST FORM

*NOTE: Completed form should be submitted **at least 2 months prior** to the end of the originally approved visit.*

Name of the Sponsoring Department: _____

Name of the Sponsoring College: _____

Faculty Member or Administrator designated by the College as the Primary Contact and Host for this Visiting Scholar:

Name: _____

Title: _____

Email: _____ Phone: _____

Name of the Visiting Scholar: _____

Current Address 1: _____

Current Address 2: _____

City: _____ State: _____

Postal Code/Zip Code: _____

THE DATES OF THE ORIGINAL STAY

_____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Section 1 – Purpose and Duration of the Extended Visit (to be completed by the sponsoring CSUN department/college)

1A – THE PURPOSE OF THE VISIT: (Attach your response on a separate sheet.)

What is the reason for inviting this visiting scholar? How do his/her work and scholarly accomplishments add to the department's and/or college's instructional and research strengths? How will inviting this scholar advantage CSUN students? (500 words or less.)

What are the specific research and/or instructionally-related assignments for the visiting scholar during his/her stay? (Be specific in outlining the planned project/s for each semester of the planned visit)

1B – DATES OF THE PROPOSED VISIT:

_____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

The planned dates of the visit should be in keeping with the purpose of the visit and the assignments as outlined. (NOTE: Please allow at least two months prior to the planned start date of the visit in order for the Visiting Scholar to get an appointment with the Consulate.)

Section 2 – Financial and Support Plans (for completion by the sponsoring CSUN department/college)

2A – THE BUDGET: Please provide a budget for the planned visit, and indicate the dollar amount for each item to be provided. The budget should include all committed resources. Though necessary expenses may vary from one visitor to another, typical budget items include the following: compensation (if any) for the visiting scholar/instructor; general office-expense or lab-funding allowance; office and/or lab space; office and/or lab equipment; library access; access to designated campus facilities (e.g., CSUN Recreation Center); student and/or teaching assistant/s; and housing and living expenses. If there are specific expenditures involved (beyond allocation of resources – office, existing equipment, etc.), please indicate the sources of the funding. E.g., general fund, Trust, University Corporation grant, and/or grants held by the visiting scholar or made by his/her home institution.

CSUN is required to document proof of financial responsibility for visiting scholars. You must show a minimum of \$18,000 for each year (i.e., \$1,500 per month).

| Funding Source | Amount per month (USD) | # of Months | Total Amount |
|---|------------------------|-------------|--------------|
| CSUN General Fund Account # | \$ | | \$ |
| The University Corp Account # | \$ | | \$ |
| U.S. Government agency funds to <i>this</i> scholar: Name of Agency: | \$ | | \$ |
| International Organization: [e.g. UN, WHO, NATO] funds to <i>this</i> scholar Name of Agency: | \$ | | \$ |
| Exchange Visitor's Government: Name of Agency: | \$ | | \$ |
| Other organizations/Institutions in the U.S. or abroad: Name(s): | \$ | | \$ |
| Personal funds (include bank statement): | \$ | | \$ |

2B – BENEFITS: As part of resource allocation, what type of benefits do you intend to provide?

- No Benefits (only for hourly employees or salaried employees with an appointment of less than 6 months)
- Benefit Category Group A
 - Vacation
 - Sick Leave
 - Personal Holiday
 - Paid Holidays
 - Retirement Benefits (under specific conditions)
 - Tax Sheltered Annuity Plan
- Benefit Category Group B
 - Vacation
 - Sick Leave
 - Personal Holiday
 - Paid Holidays
 - Health Insurance
 - Dental Plan
 - Vision Plan
 - Life Insurance/AD&D
 - Retirement Benefits (under specific conditions)
 - Tax Sheltered Annuity Plan

2C – HEALTH CARE COVERAGE: Proof of health insurance (including provisions for evacuation and repatriation) is required for the research period. If the visiting scholar wishes, this insurance can be secured through CSUN prior to arriving in the U.S. If secured elsewhere, please provide evidence of coverage. (i.e., submit a copy of policy provisions).

2D -- HOUSING: While the sponsoring college/department may not be providing housing for the visiting scholar (who may, for example, have those arrangements covered by their home institution, by personal funds, or the like), it is important that the sponsoring CSUN department/college check to ensure that housing arrangements are in place (so that the visiting scholar does not arrive with mistaken expectations and/or no housing arrangements in place).

As the sponsoring department/college, we have confirmed that housing arrangements are (or will be) in place for this visiting scholar when he/she arrives in the U.S.

- Yes No

2E – REVIEW CONFIRMATION

The signature of the sponsoring college’s MAR, below, indicates that all elements of Section 2 above have been reviewed and have been found to be complete and accurate.

Signature of the College MAR: _____ **Date:** _____

2F -- Budget Verification from the CSUN University Corporation if the planned visit will use CSUN grant funds managed by the CSUN University Corporation:

The signature of the University Corporation representative, below, confirms that the grant funds as proposed in the budget above are available and are being appropriately used for the proposed scholarly visit as outlined in sections 1 and 2 above

Print Name: _____

Title: _____

Signature: _____ Date: _____

Section 3: Sources of Extended Support from the Visiting Scholars Home Institution

Please attach a letter from the proposed Visiting Scholar's home institution (college/university) or organization certifying funding sources(s) and amount(s) in dollars for travel and subsistence (accommodations and living expenses) for the full term of the planned visit, if applicable.

Section 4: CSUN Approval Signatures

DEPARTMENT CHAIR'S SIGNATURE: The signature of the sponsoring department's/program's chair/coordinator indicates approval of the plan and the department's readiness to assume the responsibilities involved in sponsoring and hosting this proposed Visiting Scholar.

Print Name: _____

Signature: _____ Date: _____

COLLEGE DEAN'S SIGNATURE: The signature of the sponsoring department's/program's dean indicates the college's support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to CSUN and the college's faculty and students, and that the college confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined in Sections 1 and 2, above.

Print Name: _____

Signature: _____ Date: _____

THE TSENG COLLEGE: The signature of the Deputy Dean of the Tseng College confirms that this form has been completed in keeping with CSUN procedures and provides the information necessary to approve the request and process a formal letter of invitation.

Print Name _____

Signature: _____ Date: _____

CSUN PROVOST: The signature of the Provost (or designee) indicates that the Provost has been informed of this planned visit and supports its moving forward as described above.

Signature: _____ Date: _____

Return Completed form to:
CSUN International Visiting Scholar
Office of the Deputy Dean
The Tseng College
Bookstore Complex, Room 202
Campus Mail Code: 8365
Phone: 818-677-7372