

**INTERNATIONAL VISITORS
AT VANDERBILT UNIVERSITY SCHOOL OF ENGINEERING**

International visitors to the School of Engineering at Vanderbilt University are usually faculty or students at foreign institutions. Listed below are the categories of international visitors and the procedures for inviting a visitor to Vanderbilt. Special attention should be given to the academic credentials of the visitor and whether we will provide financial support while he/she is here. Please note that this information is limited to individuals who will be visiting Vanderbilt temporarily and does not apply to degree seeking undergraduate or graduate students or persons hired as research associates.

(1) The B-1 visa may be appropriate for either visiting faculty or students. If a person is from one of the countries that participate in the Visa Waiver Program, then a B-visa is NOT needed, instead they may enter the United States in “visa waiver” status for 90 days or less. (http://travel.state.gov/visa/temp/without/without_1990.html#countries)

It is not uncommon for the B-1 visa to be used for the following:

- Visitors consulting with business associates
- Visitors participating in scientific, educational or professional conventions, conferences or seminars
- Visitors conducting independent research

Activities normally considered as employment are not permitted under the B-1 category.

If you wish to invite a visitor using a B-1 visa or a visa waiver, the faculty member should send a letter to the visitor which indicates the purpose of the visit, length of stay at Vanderbilt, and any fiscal arrangements (such as travel expenses). These individuals may not be employed by Vanderbilt. Once the visitor is here, please have him or her complete the Visitors Traveling in B-Visa & Visa Waiver Category from the Office of International Services (<http://www.vanderbilt.edu/ois/visa.html>). NOTE: Visitor Packet also contains sample letter of invitation. The VUSE dean’s office does not need to invite the visitor but a copy of the letter along with the Visitor Packet should be sent to the VUSE dean’s office.

Additionally, visitors to laboratories who are neither employees nor students may raise unique issues concerning export controls. Please provide a copy of the Visitor Packet to the Division of Sponsored Research for review and resolution of any export control concerns.

(2) Visitors who are faculty at other institutions are usually invited as visiting scholars and normally will obtain J-1 visas as short-term scholars or research scholars.

The following excerpt from the Faculty Manual concerning the use of the title “Visiting Scholar” at Vanderbilt:

Visiting Scholar

Those persons designated Visiting Scholar are visitors to Vanderbilt who have faculty status at other institutions of higher education or are otherwise distinguished, and whose presence on the campus is formally recognized for periods of up to a year in order to use the library, to observe the conduct of a particular course, to consult with a professor or group of faculty members on a matter of common interest, or to pursue some other valid academic purpose.

A Visiting Scholar normally does not have formal duties to perform at Vanderbilt and is not a member of the faculty.

A person who wants to be named a Visiting Scholar writes in advance to an individual Professor or Dean of a school at Vanderbilt stating the purposes of the proposed visit, the proposed length of stay, and his or her academic qualifications. The Deans may appoint visiting scholars through formal letters of appointment.

Visiting Scholars are entitled to a variety of perquisites, generally associated with matters of convenience associated with their stay on campus. Graduate students from other universities and local college faculty members not on leave are not ordinarily eligible for designation as Visiting Scholars.

Important considerations for visiting scholars:

- The designation visiting scholar refers only to the job title/“faculty” appointment at Vanderbilt University and is not the same thing as the J-1 visa designation
- The Vanderbilt title “visiting scholar” is not appropriate for graduate students
- J-1 short term scholars engage in research, teaching, observing or consulting for a 6 month maximum.
- J-1 research scholars engage primarily in research activities for a 5 year maximum.

If you wish to invite a faculty member at another institution to Vanderbilt, the following process should be followed: (1) Department works with Dean’s office to issue a letter of invitation and offer of the position of visiting scholar. The request to the Dean should include a description of the program in which the visitor is participating. Specifically please include the objectives of the visit; dates of visit; site of visit; name and title of the Vanderbilt faculty who will oversee/supervise the visit; and, terms of financial arrangement, if any. (2) The J-1 Exchange Visitor application must be completed and

submitted to ISSS. (3) Visiting scholars may be hired to work at Vanderbilt and paid thru Vanderbilt's payroll system using the Visiting Scholar job code (9620). (4) J-1 visitors are required to have health insurance during their entire stay in U.S. They are not enrolled in Vanderbilt's faculty/staff health care plan.

(3) Visiting graduate students who plan to stay for less than 6 months should usually be invited as J-1 short term scholars. [Note: This designation may also be appropriate for an undergraduate student if they have exceptional ability or their resume shows excellent scholarly work. Please contact ISSS before proceeding to invite an undergraduate student as a J-1 short term scholar.]

As short-term scholars, these students may do the following:

- Engage in research, teaching, observing or consulting for a 6 month maximum
- Receive compensation for working on research projects

If you wish to invite a visiting graduate student for 6 months or less, the faculty member should send a letter to the visitor which includes the following: the objectives of the visit; dates of visit; site of visit; name and title of the Vanderbilt faculty who will oversee/supervise the visit; and, terms of financial arrangement, if any. (2) The J-1 Exchange Visitor application must be completed and submitted to ISSS. (3) International graduate students here as J-1 short terms scholars may be hired to work at Vanderbilt and paid thru Vanderbilt's payroll system using the J-1 intern job code (9270). (4) J-1 visitors are required to have health insurance during their entire stay in U.S. They are not enrolled in Vanderbilt's student health care plan.

(4) In many cases, visiting graduate students who will be in the U.S. longer than 6 months and intend to work on research projects should be admitted as non-degree, seeking special graduate students.

Important considerations concerning this mechanism include the following:

- Students must register for 0 hours of research every semester they are here.
- Students must enroll in Vanderbilt University's international student health insurance plan unless they can demonstrate they have comparable coverage.
- Students will also be charged the normal graduate activity fee each semester.
- Not all these charges can be charged to a federal grant even if the grant pays their salary

These students should work with ISSS to obtain a J-1 student visa. No letter of invitation is required from the department or dean but the student must apply to Vanderbilt's graduate school and receive an offer letter of admission. Students may be hired as graduate student research assistants and paid thru Vanderbilt's payroll system. They will have all the privileges of a Vanderbilt graduate student.

(5) J-1 exchange student interns may participate in a student internship program for up to 12 months. This program is best suited for visiting international undergraduate students who are not taking classes or for graduate students who are not taking classes and want to stay longer than 6 months. Internship programs have specific eligibility and program requirements. For instance, this program requires that a training/internship placement plan be in place. J-1 interns may receive a stipend (if allowed by the funding sponsor) or be paid thru Vanderbilt's payroll system using the J-1 intern job code (9270). For more information about this program, visit <http://www.vanderbilt.edu/iss/documents/J-1StudentInternFS.pdf>.

Often a visitor will not have any HR (Human Resources) or SR (Student Records) data fields because he or she will not be registered for classes or employed by Vanderbilt. Partner Support or the LSP should be told this person is a special source entry without a SSN and will be able to issue the scholar a temporary ID number. See the attachment for specific instructions.

Setting up a VUnet ID and ID card for a Visiting Scholar

VUnet ID

-Contact either ITS Partner Support (6-4877) or your Local Support Person

-Often, the scholar will not have any HR (Human Resources) or SR (Student Records) data fields because he or she will not be registered for classes or employed by Vanderbilt. Partner Support or the LSP should be told this person is a special source entry without a SSN and will be able to issue the scholar a temporary ID number.

-You will need to provide Partner Support or the LSP with the following:

- Scholar's first and last name
- Date of birth

-With this information Partner Support or the LSP will issue a VUnet account and temporary ID number for 6 months which can be extended by contacting Partner Support or the LSP again. (***Be sure to make documentation of the temporary ID number as the visiting scholar will need it to activate his or her VUnet ID*)

-Once the account is setup, go to the ITS webpage: <http://its.vanderbilt.edu/> and select Support → Passwords → e-password home (<http://www.vanderbilt.edu/epassword/>)

-Here you can activate the VUnet ID, and you will need to following:

- First Name
- Last Name
- Date of Birth
- Temporary ID number (*given by Partner Support or the LSP*)

-The page will then prompt you to answer 3 security questions and create a password

-After all the data fields are entered the VUnet ID and email address will be generated on a printable page

Commodore Card/ID Card

- Visit the Commodore Card Office Monday through Friday with the following items:

- Appointment/Invitation Letter
- Photo ID

They copy the appropriate documents, take your picture, and give you an ID that day.

Commodore Card Office
184 Sarratt Student Center
Nashville, TN 37240
(615) 322-2273
M-F 8:30-4:00