

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 contact Office of International Services so that they can issue a letter of invitation to the visitor. OIS will need to know 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 OIS (<http://www.vanderbilt.edu/ois/visa.html>). Please send a copy of the Visitor Packet 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. Students expecting to be here less than 12 months should be invited as J-1 research 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 or research scholar.]

As J-1 scholars, these students may do the following:

- Engage in research, teaching, observing or consulting
- Receive compensation for working on research projects

If you wish to invite a visiting graduate student for **12 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 or J-1 research 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.

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.