The Center for International Education (CIE) encourages departments to host visiting international scholars to teach or conduct research at UW-Eau Claire. Hosting a visiting international scholar is a mutual rewarding experience for everyone involved. In addition, it can provide various advantages for your faculty, staff and students, such as:

- Enhancing engagement and interest in international topics by sharing different cultural and technical perspectives.
- Internationalizing the curriculum through the interaction with international faculty and cultural experiences.
- Developing potential professional opportunities abroad for UW-Eau Claire faculty, staff and students.

We look forward in helping you and your scholar have a positive experience. The following steps outline the process of hosting a scholar and the checklist can help your department prepare for their visit at UW-Eau Claire.

**Step 1: Department Determines Appropriate Visa**
The appropriate visa must be considered. If remuneration (such as payment, stipend, housing, etc.) is provided, please contact Sheila Whitley in Human Resources (36-2883) to determine what kind of visa is required. If Human Resources determine that a J visa is fitting, continue to Step 2. If the scholar is not receiving remuneration, continue to step 2.

**Step 2: Department Submits Required Documents to the CIE**
A helpful checklist of the required documents is provided to help you when determining the details about the scholar’s appointment at UWEC. The CIE cannot issue visa documents unless the proof of financial support (provided either from the scholar or hosting department) meets regulations requirements. The hosting department should inform the CIE if the scholar will be bringing their family member(s) to Eau Claire, since the CIE will include the scholar’s dependants when determining sufficient financial support and purchasing health insurance.

**Step 3: Scholar Submits Required Documents to the CIE**
The scholar must submit the appropriate application documents and application fee to the CIE. A helpful application guide is outlined for the scholar on our website at: http://www.uwec.edu/CIE/divisions/services/scholars/hosting.htm

**Step 4: CIE Issues Immigration Documents for the Visiting Scholar**
The CIE will create an immigration document (DS-2019) for the scholar and each dependant (if applicable). A DS-2019 cannot be issued until all required documents are received from the hosting department and scholar. The DS-2019 is necessary for the scholar (and dependents) to bring to their visa appointment at the U.S. consulate.

**Step 5: Department Prepares & Assists the Visiting Scholar**
The hosting department will need to make preparations before the scholar arrives, as well as assist the scholar upon arrival. A helpful checklist of these tasks is provided to help you with the process.
Checklist for Hosting a Visiting International Scholar

Questions? Contact an International Adviser at 836-4411

Before the Scholar Arrives:

1. The hosting department must provide the following documents before the Center for International Education can issue a DS-2019 immigration document for the scholar:

- Department Request for Visiting International Scholar Form (see attached)
- A contract from Human Resources or a Volunteer Letter from department (see attached)
  - A copy of the letter must be sent to Barb Hanson in Human Resources
- A photocopy of the scholar’s “Personal Action Request Form (E-PARF)” (if applicable)
  - Required if the scholar will be paid or living in Katherine Thomas Hall
- Proof of Financial Support for duration of the appointment
  - From the scholar or hosting department
  - Original documents or certified true copies only

Submit all materials to:

International Adviser
Center for International Education, Schofield Hall 3

2. The Center for International Education will mail the acceptance packet to the scholar, which includes the DS-2019 immigration document and Volunteer Letter/Contract.

3. The hosting department should make the following arrangements:

- Assist housing arrangement (include dependants).
  - Off campus resources are available at:
    i. UW-Eau Claire Housing & Residence Life off-campus resources:
       http://www.uwec.edu/housing/Services/OffCampus/index.htm
    ii. Chippewa Valley Rental Connection:
       http://www.apartmentconnexion.com/ecm/p-ecm/ecm-east-1.htm
- Arrange office space and computer access
- Create contacts within your department
- Schedule an Immigration Check-in & Health Insurance meeting for the scholar (and all dependants) with Maria Carvalho (carvalmc@uwec.edu) at the CIE
  - Must be within the first week of arrival.
- Schedule an appointment with Sue Pettis in Human Resources for a Benefits Orientation (if applicable).

After the Scholar Arrives:

1. The hosting department should make the following arrangements:

- Welcome and transportation for the first few days
- Orientation to UW-Eau Claire campus and your department
  - Make official introduction(s) at departmental meetings, and invite the scholar to attend the regular departmental meetings.
- Assist in obtaining a Blugold Card
- Direct to the Immigration Check-in & Health Insurance meeting with Maria Carvalho at the CIE.
  - Scholar and all dependents should attend and bring the originals and copies of their Passport, Visa, I-94 card, and DS-2019.
- Direct to Human Resources for the Benefits Orientation (if applicable)
Departmental Request for Visiting International Scholar

This form should be completed by a staff member in the hosting department where the scholar will be working.
ALL FIELDS MUST BE COMPLETED.

HOSTING DEPARTMENT & FACULTY COLLABORATOR

Department: ____________________________________________________________

Department Chair: ____________________________________ Campus Extension: __________

Email Address: ____________________________@uwec.edu Signature: ____________________

Faculty Collaborator: ____________________________ Campus Extension: __________

Email Address: ____________________________@uwec.edu Signature: ____________________

VISITING INTERNATIONAL SCHOLAR

Personal Information

Name: ____________________________ ____________________________ Middle Name (if applicable)

Last Name              First Name           Middle Name (if applicable)

DOB (mm/dd/yyyy): ______/_____/19_____          □ Male        □ Female

E-mail Address: _________________________________________________

Home Institution: _________________________________________________

Position Held at Home Institution: _________________________________

Appointment at UW-Eau Claire

Dates of Appointment (mm/dd/yyyy): _____/_____/20_____ through _____/_____/20_____

Campus Office Address: Building: ____________________________ Room #: ______________

Job Title at UW-Eau Claire: ____________________________________________

Primary Activity: □ Research          □ Teaching

Research/Teaching Topic: ____________________________________________

Will the Visiting Scholar receive remuneration, payment, stipend, housing, or services? □ Yes         □ No

-If yes, please contact Sheila Whitley in Human Resources (36-2883) for consultation on contract creation.
-If no, please create a volunteer letter (see attached template) and return to the CIE. The scholar will need to provide proof of financial support.

PLEASE RETURN THIS FORM TO: Center for International Education, Schofield 3 (36-4411)
Volunteer Fact Sheet for Departments and Volunteers

Appropriate Responsibilities for Volunteers
A department should not rely on volunteers to perform duties that are typically performed by permanent employees—other than on a short-term basis. Volunteers should be supplementing the work done by employees, not replacing the need for paid staff.

Letter to the Volunteer
To avoid any confusion about the terms of the relationship, the department should send a letter to the volunteer spelling out the begin date, end date (if any), time commitment, responsibilities, who to contact with questions and information about insurance coverage and ID cards.

NEW! Effective March 2013, all appointment and invitation letters must indicate if the scholar is a “Research Scholar”, “Short-term Scholar”, or “Professor”.

“Short-term Scholar”: if appointment is less than six months
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.

“Research Scholar”: if appointment is more than six months
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.

“Professor”:
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.

Insurance Issues
Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Volunteers acting under the direction and control of the University and for its benefit are considered agents and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was
acting within the scope of his/her responsibilities to the University. It is important that volunteers acknowledge mistakes that could lead to potential liability claims and that such incidents are reported promptly by the department to the UW-Eau Claire Office of Loss Prevention and Safety.

Volunteers are not covered by worker’s compensation, however. If injured during the course of their volunteer work, they would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from university negligence.

Questions about liability coverage for volunteers should be directed to the Director of Risk Management. For other questions, contact the Academic Personnel Officer.

2/05 Academic Affairs
Dear (name here),

Thank you for your willingness to volunteer your services to the University of Wisconsin-Eau Claire and specifically this department. We look forward to welcoming you as a (research scholar, short-term scholar, or professor) to assist with the (name of the project here) project. Your faculty counterpart will be (name here) in the department of (department name here). Your faculty counterpart’s email address is: (UWEC email address here).

Based on our previous discussions, your activities as a volunteer will be (briefly describe the responsibilities here). You will begin (starting date here) and continue (‘for as long as we mutually wish to maintain the relationship’ or a specific end date is the better approach). You have indicated that you can spend approximately (an exact or range of hours here) hours per week on these activities.

Please read carefully the attached “Volunteer Fact Sheet.” Note that receipt of this letter makes you an official volunteer and that you will be covered by the State’s liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state’s worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a university employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

If you have any questions about your volunteer service to our department, please do not hesitate to let me know. Again, thank you for your willingness to donate your time, energy and expertise. We really appreciate it!

Sincerely,

(name of department chair or dean here)

Attachment: Volunteer Fact Sheet