



# Visiting Students and Scholars (VSS)

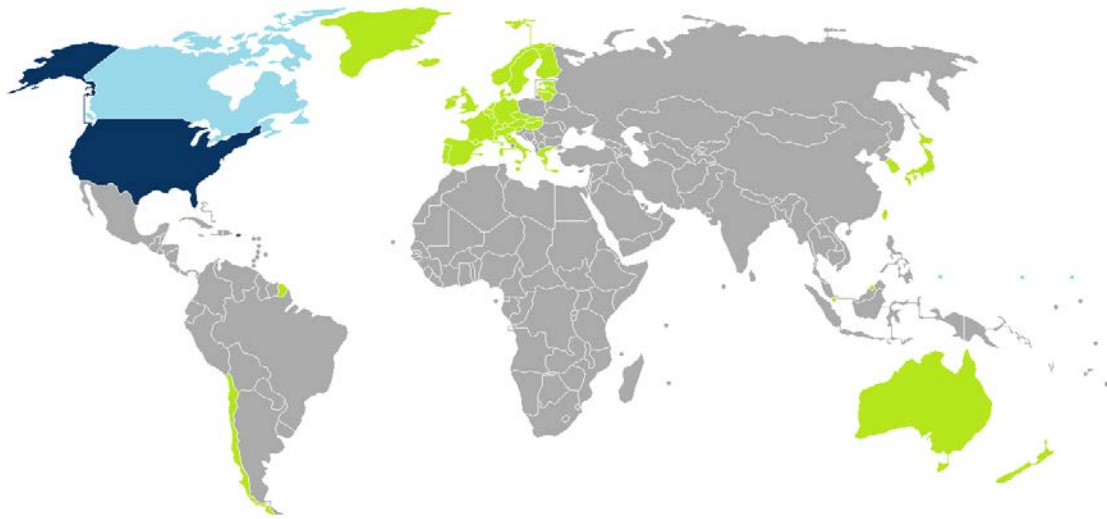
Step by step instructions for the new process

# What is Global Engagement?

- **The Office for Global Engagement is a hub for information about the University of Rochester's international activities.**
- Global engagement at Rochester comprises the Office of the Associate Provost and the International Services Office (ISO).
- We are the central point of contact and coordination for international activities undertaken by Rochester's schools and units, and for external institutions that want to engage with Rochester.
- We also consult and advise at all stages of partnership development, including identifying funding opportunities, hosting visitors and delegations, and coordinating with internal and external stakeholders.

# How is Global Involved in the VSS Process?

The Office for Global Engagement will coordinate logistics for onboarding visiting graduate students and scholars. This includes managing communication about the application, intake, and registration processes as well as providing the visitor with information about key needs and services such as living arrangements in Rochester, transportation, and health insurance. The International Services Office (ISO) will continue to provide essential visa-related services to those visitors requiring UR's visa sponsorship.



## In Short:

ISO= Immigration and Visa related questions.

Global= On-boarding/ process/ resource questions.

# Who are Visiting Students?

- Visiting Students pursue **activities of an educational or academic nature**, often to further their undergraduate or graduate studies at their home institution. These individuals primarily benefit from learning new skills and techniques under **direct supervision** or mentorship. While at Rochester, **they are registered as full-time, non-matriculated students** and are eligible for standard UR support services. For immigration purposes, international visiting students may be hosted under the F-1 Student (recommended) or J-1 Exchange Visitor visa categories.



# Who are Visiting Scholars?

- Visiting Scholars come to **pursue activities of a professional or collaborative nature**, often related to research or publications of shared interests with Rochester colleagues. Visiting researchers or faculty are **frequently professors, researchers**, and other individuals with similar education or accomplishments, who benefit from temporary access to labs, equipment, and other University resources. For immigration purposes, international visiting researchers or faculty are hosted under the J-1 Exchange Visitor visa category as a Short-Term Scholar. To determine the appropriate next steps when hosting a visiting scholar, **ask yourself:**

Will the visitor will have a faculty or post doc appointment?

Is the host unsure how the visitor will be categorized?

- If you are unsure how the visitor will be categorized, our process will help determine the appropriate visa category, and our office will assist in on-boarding the visitor.

# Beginning the Process

For international visitors, it can take six months- sometimes longer – to formally complete the pre-arrival process . We recommend you begin the VSS registration process as early as possible. Once a faculty member has decided to host a visiting student or scholar, the first step is to visit the Office for Global Engagement’s website and click on **‘Resources and Services.’**



The screenshot shows the website for the Office for Global Engagement. The page has a white background with blue text and a large photograph of a woman in a blue shirt holding a large fish next to a silver motorcycle. The background of the website is a scenic view of a town with red-roofed houses and mountains in the distance.

**The World at Rochester**  
Offices and programs serving the University's international community in Rochester.  
*Visa documents, immigration services, international admissions, degree programs with an international focus.*

**Rochester in the World**  
Spreading the University mission through global programs and partnerships.  
*Education abroad programs, alumni abroad.*

**Resources and Services** (indicated by a red arrow)  
Online tools and services supporting the University's global mission.  
*Travel registry, global consortia, visiting students and scholars.*

**About Us**  
*The Office for Global Engagement*

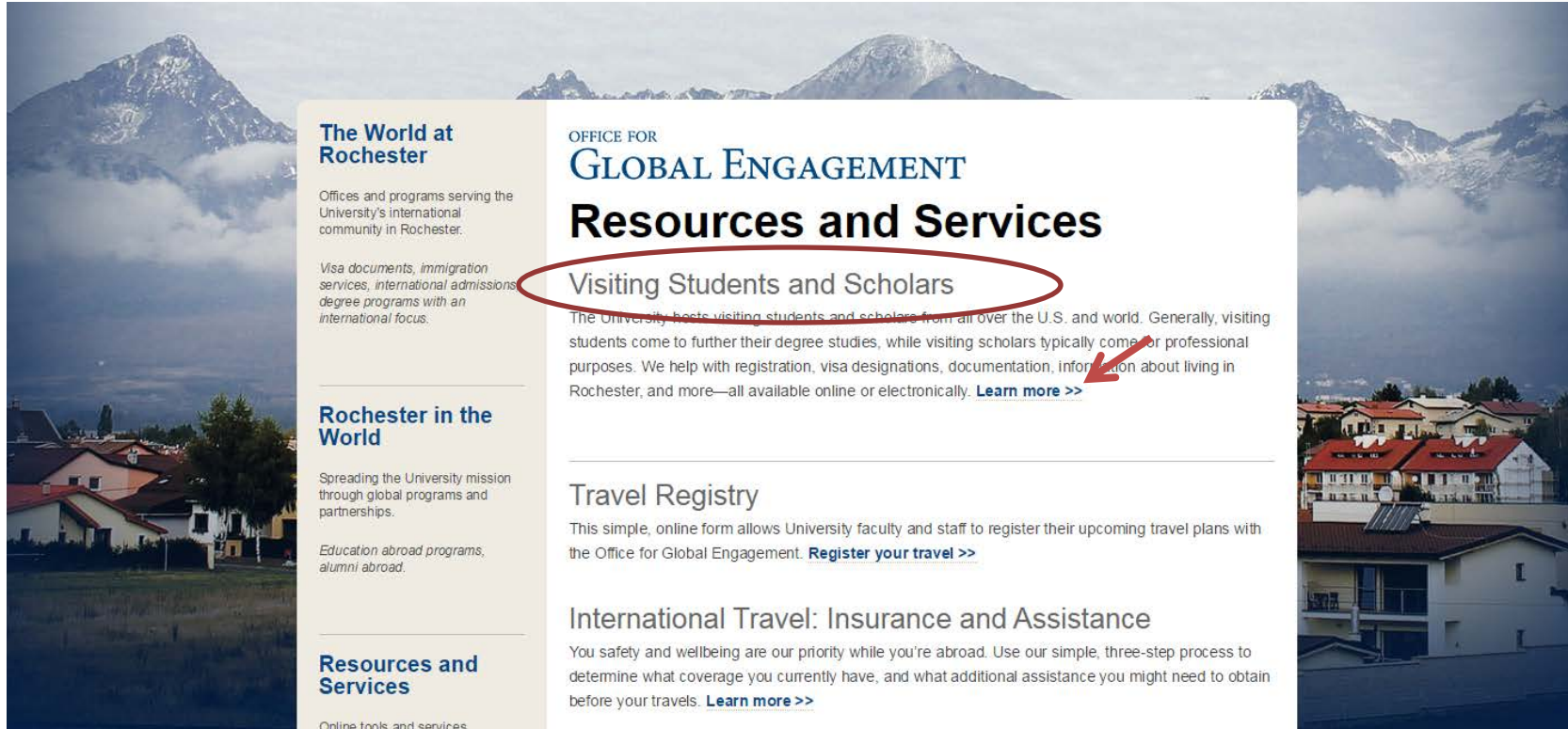
OFFICE FOR  
**GLOBAL ENGAGEMENT**



*Big Fish of the Mekong, Thailand, October 2013, Marissa Stanger '14, environmental studies major. Rochester Review 2014 Study Abroad Photo Contest winner.*

**Connecting Rochester and the World**  
Since its founding, the University of Rochester has transformed the city, the region, the nation, and the world.  
The University is an increasingly global institution. We draw students from all over the world, compete internationally for the most talented faculty, and establish international research partnerships.

# Continue to the VSS section and select “Learn More”



The screenshot shows a webpage for the Office for Global Engagement. The background features a scenic view of snow-capped mountains and a residential neighborhood. The page is divided into several sections. On the left, there are three vertical panels: 'The World at Rochester', 'Rochester in the World', and 'Resources and Services'. The main content area on the right is titled 'OFFICE FOR GLOBAL ENGAGEMENT Resources and Services'. Under this title, the link 'Visiting Students and Scholars' is circled in red. Below it, a paragraph of text describes the university's role in hosting visiting students and scholars, with a red arrow pointing to the 'Learn more >>' link at the end of the paragraph. Further down, there are sections for 'Travel Registry' and 'International Travel: Insurance and Assistance', each with a brief description and a 'Learn more >>' link.

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**Resources and Services**  
Online tools and services

OFFICE FOR  
**GLOBAL ENGAGEMENT**  
**Resources and Services**

**Visiting Students and Scholars**  
The University hosts visiting students and scholars from all over the U.S. and world. Generally, visiting students come to further their degree studies, while visiting scholars typically come for professional purposes. We help with registration, visa designations, documentation, information about living in Rochester, and more—all available online or electronically. [Learn more >>](#)

**Travel Registry**  
This simple, online form allows University faculty and staff to register their upcoming travel plans with the Office for Global Engagement. [Register your travel >>](#)

**International Travel: Insurance and Assistance**  
Your safety and wellbeing are our priority while you're abroad. Use our simple, three-step process to determine what coverage you currently have, and what additional assistance you might need to obtain before your travels. [Learn more >>](#)

# Step 1:

## Faculty Member Submits Indication of Interest

This form requests details about your visitor's background and your plan for their placement while they are under your supervision. The link to the **Indication of Interest** is found at the bottom of the VSS page. For more information about the process select the link "How to host a visiting student/scholar."

### Timeline

For international visitors, it can take six months—sometimes longer—to formally complete the pre-arrival process. Because of the multiple University and government offices involved, we recommend you begin the visitor student/scholar registration process as early as possible.

For domestic visitors, the general placement process averages one to three months.

[For Rochester faculty and department administrators: How to host a visiting student/scholar](#)

[For Rochester department heads: How to review and approve an Indication of Interest form](#)

[For visiting students/scholars: Your pre-arrival information and instructions](#)

### Online and Electronic Forms

**For Rochester faculty or staff to complete:**

- **Indication of Interest:** Request to host a visiting student or scholar.  
This form requests details about your visitor's background and your plan for their placement while they are under your supervision. Do not issue a letter of invitation. Global will provide you with assistance in issuing a letter once the Indication of Interest has been received and approved, and the student has completed an Online Application.
- **PDF of Part II (University Use Only section, on back) of the New Student Request for I-20/DS-2019**  
(print and complete PDF once Part I is completed by the Visiting Student)
- **PDF of J-1 Scholar Departmental Questionnaire**  
(print and complete once J-1 Scholar Exchange Visitor Questionnaire is completed by Visiting Scholar)

**For visiting students/scholars to complete:**

- [Online Application](#)
- [New Student Request for I-20/DS-2019 \(PDF\)](#)
- [J-1 Scholar Exchange Visitor Questionnaire \(PDF\)](#)

11/10/12/INDEX.HTML

### Indication of Interest - Request to Host Visiting Student/Visiting Scholar (VS)

UR School *	Department *	
<input type="text"/>	<input type="text"/>	
Hosting Faculty Member *	Email *	Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Administrator *	Email *	Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Chair *	<input type="text"/>	
Name of Visiting Student/Scholar *	Country of Citizenship *	
<input type="text"/>	<input type="text"/>	
Email address for VS *	<input type="text"/>	
Is the VS currently pursuing a degree? *	What degree program is the VS currently pursuing?	
<input type="text"/>	<input type="text"/>	
At what institution?	<input type="text"/>	
Does the activity to be undertaken at UR relate directly to the VS's program of study/degree at their home institution?	<input type="text"/>	
At the time of their visit, what degree will the VS have obtained? *	<input type="text"/>	
At present, is the VS employed? *	If YES, please provide employer name and job title	
<input type="text"/>	<input type="text"/>	



# Step 2: Student Submits **Online Application**

Once the Indication of Interest is submitted, if the faculty member has not already done so, Global will e-mail the visitor with a link to the **online application**. This application provides us with background information and the visitors plans for their time at Rochester. This link is also provided on the VSS page.

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## Online and Electronic Forms

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- **PDF of J-1 Scholar Departmental Questionnaire**  
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### For visiting students/scholars to complete:

- [Online Application](#)
- [New Student Request for I-20/DS-2019 \(PDF\)](#)
- [J-1 Scholar Exchange Visitor Questionnaire \(PDF\)](#)

Application: Visiting Student/Scholar Placement at University of Rochester (UR)

## Contact Information

Family name/Surname *	First name/given name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Citizenship *	Gender *	Date of birth *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Birth *		
<input type="text"/>		
Current Residential Street address (no PO boxes) *	Secondary address	
<input type="text"/>	<input type="text"/>	
City *	State or Province *	
<input type="text"/>	<input type="text"/>	
Postal Code *	Country *	
<input type="text"/>	<input type="text"/>	
Email *	Phone number (including country code) *	
<input type="text"/>	<input type="text"/>	
Permanent residential address (if different than current; no PO boxes)	Secondary address	
<input type="text"/>	<input type="text"/>	
City	State or Province	
<input type="text"/>	<input type="text"/>	
Postal Code	Country	
<input type="text"/>	<input type="text"/>	

## Step 3:

# Department Head Approval

After both the Indication of Interest, and Online Application have been completed, the Global Office will e-mail the Department Head for approval, attaching the Indication of Interest and ccing the Faculty member and department administrator.

## Step 4:

# ISO Visa Category Determination

Having received the approval from the Department Head, Global will forward all documents to ISO and they will proceed with the appropriate Visa category determination.



## Step 5: Offer Letter



Once the appropriate Visa Category has been determined for the visitor, **Global will draft an Offer Letter**. Global will send the letter to the administrator and faculty member. The faculty member/ admin will then send the approved letter to the visitor to sign, ccing Global. The visitor will sign the letter and return it to Global. Global will inform the department of receipt.

# Step 6:

## New Student Request/ Questionnaire for I-20/ DS-2019

Global will package all materials and forward the documents to ISO in preparation of the creation of the I-20/ DS-2019. Global will request ID number from registrar. Visitor receives an email with resource information from Global.

Global will prompt the administrator to collaborate with the visitor to fill out the New Student Request/ Questionnaire. The visitor fills out the first part of the form, and faculty member/ admin completes the rest and submits the form **directly to ISO**. The link to these documents can be found on the VSS page.

### Timeline

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- **PDF of J-1 Scholar Departmental Questionnaire**  
(print and complete once J-1 Scholar Exchange Visitor Questionnaire is completed by Visiting Scholar)

#### *For visiting students/scholars to complete:*

- **Online Application**
- **New Student Request for I-20/DS-2019 (PDF)**
- **J-1 Scholar Exchange Visitor Questionnaire (PDF)**

Part 2

Part 1

# Step 7: Visitor Applies for Visa

Once ISO reviews all forms and documents submitted, ISO will issue an I-20/ DS-2019 to the visitor. The department will **send the I-20/DS 20-19** and the **Health History and Immunization** packet to the visitor. The visitor will then apply for a **Visa**. Once the visitor receives the Visa, they will inform the hosting department and Global. The Arrival date is sent to the registrar and a check-in with ISO is scheduled.

**CHECK OFF LIST**

**1. HEALTH HISTORY FORM**

**BEFORE YOU SEAL THIS ENVELOPE**  
Please verify the following:

- All Parts of the Health History Form are enclosed.
- Your Signature is included on the Health History Form
- A healthcare practitioner's signature or accompanying immunization record History Form.

**2. HEALTH INSURANCE - Required for all full-time students.**

- I have completed the online Health Insurance Enrollment / Waiver process. [site at www.rochester.edu/uhs/.](http://www.rochester.edu/uhs/)

REV. 3/11

Attachment A Page 1

Certificate of Eligibility for Nonimmigrant (F-1) Student  
Status, For Academic and Language Students (DSB No. 1172-801)

Please read Instructions on Page 1  
This page must be completed and signed in the U.S. by a designated school official.

<p>1. Family Name (surname): _____</p> <p>First (given) Name: _____ Middle Name: _____</p> <p>Country of Birth: _____ Date of Birth (month/year): _____</p> <p>Country of Citizenship: _____ Address Number: _____</p> <p>2. School (school district) name: _____</p> <p>School Official to be certified of student's arrival in U.S. (Name and Title): _____</p> <p>School address (include zip code): _____</p> <p>School code (including 3-digit prefix, if any) and approval date approved on: _____</p> <p>3. The certificate is issued to the student named above for:</p> <p>4. Level of education the student is pursuing or will pursue in the United States: _____</p> <p>5. The student named above has been accepted for a full course of study at this school, beginning in _____.</p> <p>The student is expected to report to the school no later than _____ the normal length of study is _____ months.</p> <p>6. English proficiency: _____</p> <p>7. This school estimates the student's average costs for an academic term (up to 12 months) to be:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Tuition and fees</td><td>\$ _____</td></tr> <tr><td>b. Living expenses</td><td>\$ _____</td></tr> <tr><td>c. Expenses of dependents</td><td>\$ _____</td></tr> <tr><td>d. Other (specify): _____</td><td>\$ _____</td></tr> <tr><td><b>Total</b></td><td>\$ _____</td></tr> </table> <p>8. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 7 was completed before I signed this form and to my best and correct knowledge based on the information provided to me and to the best of my knowledge. I certify that I am a designated school official as defined by 8 CFR 214.2(b)(6), I am a designated official of the above named school and am authorized to issue this form.</p> <p>Name of School Official: _____ Signature of Designated School Official: _____ Title: _____ Date Issued (city and state): _____</p>	a. Tuition and fees	\$ _____	b. Living expenses	\$ _____	c. Expenses of dependents	\$ _____	d. Other (specify): _____	\$ _____	<b>Total</b>	\$ _____	<p>SEVIS Student ID/Key</p> <p>For Immigration Official Use</p> <p>This being past _____ Date View issued</p> <p>Remarks, extension granted to: _____</p> <p>9. This school has information showing the following as the student's source of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Student's personal funds</td><td>\$ _____</td></tr> <tr><td>b. Funds from the school</td><td>\$ _____</td></tr> <tr><td>Source type: _____</td><td></td></tr> <tr><td>c. Funds from another source</td><td>\$ _____</td></tr> <tr><td>Specify type: _____</td><td></td></tr> <tr><td>d. On-campus employment</td><td>\$ _____</td></tr> <tr><td>Total</td><td>\$ _____</td></tr> </table> <p>10. Remarks: _____</p>	a. Student's personal funds	\$ _____	b. Funds from the school	\$ _____	Source type: _____		c. Funds from another source	\$ _____	Specify type: _____		d. On-campus employment	\$ _____	Total	\$ _____
a. Tuition and fees	\$ _____																								
b. Living expenses	\$ _____																								
c. Expenses of dependents	\$ _____																								
d. Other (specify): _____	\$ _____																								
<b>Total</b>	\$ _____																								
a. Student's personal funds	\$ _____																								
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Source type: _____																									
c. Funds from another source	\$ _____																								
Specify type: _____																									
d. On-campus employment	\$ _____																								
Total	\$ _____																								

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form relates specifically to me and is true and correct to the best of my knowledge. I certify that I will not work or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the DHS pursuant to 8 CFR 214.5(a) to determine my immigration status.

Student/Visitor: \_\_\_\_\_ Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_ Signature of parent or guardian: \_\_\_\_\_ Address (city) \_\_\_\_\_ (State or Province) \_\_\_\_\_ (Country) \_\_\_\_\_ (Date) \_\_\_\_\_

Form I-20 A-B (Rev. 04-21-08) For Official Use Only  
Machine Readable Number



# Step 8: Visitor Arrives!

The visitor will schedule a check-in and orientation with ISO to review immigration material.  
Please continue passing out resources previously provided.

Don't forget, we are here to help!

