

Logistical Arrangements for International Visiting Faculty*

***Note:** The tasks or items described here represent the typical processes involved in the logistics of bringing in an international visiting faculty or researcher. It is worth noting that as circumstances may vary from one prospective exchange visitor to another, some chronology may vary, or certain steps omitted, particularly if the prospective exchange visitor is a returning J-1. The time frame used is also based mostly on a conservative estimation, and experience may be different from one scholar to the next.

Host Dept = Academic unit requesting international faculty member to instruct within their department

Admin = Administrator or case manager from the **Host Dept**

OISS = Office of International Students and Scholars

Faculty = Short term international visiting faculty member

▶	Task	Responsibility of Task	Timeframe
1	Determination made to invite international faculty member to instruct course(s) on campus	Host Dept.	Generally 9 – 6 months prior to arrival
2	Obtain approval from Department Chair to invite faculty; confirm dates of visit	Host Dept.	9 - 6 months prior to arrival
3	Confirms with faculty member total compensation package, course schedule and dates of instruction.	Host Dept.	9 - 6 months prior to arrival
4	Informs budget administrator/signatory of compensation package, requests contract to be drawn and executed for signatures	Host Dept.	9 - 6 months prior to arrival
5	Submit to Admin the following items: • Full contact information for faculty member • Dates of approved visit • Course(s) to be instructed • If any additional work will be performed (ie guest lectures, speaking engagements, etc.) • Copy of fully signed contract • Letter of invitation signed by Department Chair	Host Dept.	5 months prior to arrival
6	Send welcome/introduction email to faculty member. Inquire if immediate family members (J-2 dependents) will travel with faculty. Request faculty member to provide the following documentation: • Scanned copy of picture page(s) of passport for faculty • Scanned copies of any passports for qualified dependents (spouse/children) who will travel with faculty • If faculty is bringing J2 dependents, provide information on insurance requirement and have faculty provide copy of proof of insurance for dependents (this is out of pocket for faculty member)	Admin	5 months prior to arrival

7	Generate and sign the following documentation required for DS-2019 immigration document: • Proof of English proficiency document • Proof of Health Insurance Coverage	Admin	4 months prior to arrival
8	Generate iTorero profile for faculty member and upload following supporting documentation: • Copy of passport • Signed contract • Signed invitation letter from department • Proof of English proficiency • Proof of health insurance coverage • If bringing J2 dependents, must also include passports for each dependent and proof of insurance for each dependent <i>Alternatively, OISS may be contacted to generate an iTorero profile for the visiting professor by filling out this form. Once the iTorero profile is created, OISS will send instructions to the visiting faculty to submit all required forms and documents for the issuance of the Form DS-2019, Certificate of Eligibility for J-1 Exchange Visitor.</i>	Admin, OISS	4 months prior to arrival
9	Book flight for faculty member	Admin	4 months prior to arrival
10	Book housing for faculty member	Admin	4 months prior to arrival
11	Book any additional travel requirements for faculty members (i.e. rental car, train tickets, etc.)	Admin	4 months prior to arrival
12	Contact OISS to inform of completed faculty application in iTorero and request DS-2019 immigration packet to be generated	Admin	4 months prior to arrival
13	OISS to generate DS-2019 immigration packet	OISS	3 - 4 months prior to arrival
14	Mail immigration packet to faculty and provide tracking information on package as well as follow up instructions on remaining visa application steps for faculty to complete J1 visa application in home country. Remind faculty to save and submit receipts for all visa application fees, if contract stipulates that USD will reimburse	Admin	3 months prior to arrival
15	Complete non-employee form and submit to Human Resources so that faculty members have advance access to Blackboard, USD email, Zoom, etc. Ensure that end date on non-employee form is the same as the orientation day of faculty when their	Admin	3 months prior to arrival

	'non-employee' status will roll over to employee during orientation check in and HR paperwork completion		
16	Provide faculty with instructions on how to set up USD One account; provide links to USD email login and MySanDiego	Admin	3 months prior to arrival
17	Connect with faculty member to advise on: • USD teaching methodology; department requirements • Advance ordering textbooks to the USD bookstore • How to use Blackboard • How to use Zoom • How to use MySanDiego; download student roster, post grades, etc. • Ensure understanding of US grading system (often differs from home country)	Host Dept., Admin	3 months prior to arrival
18	Contact OISS to enroll faculty member in USD insurance and process insurance payment	Admin	3 months prior to arrival
19	If visiting faculty is very short term (ie in San Diego for less than 3 weeks) contact HR and payroll in advance to troubleshoot issues concerning fast tracking HR new hire paperwork and payroll considerations	Admin	3 months prior to arrival
20	Reserve office space on campus	Admin	1 month prior to arrival
21	Reserve parking permit on campus if included in compensation packet and faculty has indicated he/she will be using a car	Admin	1 month prior to arrival
22	Coordinate orientation agenda for faculty; ensure securing appointments with OISS, payroll and HR to complete new hire paperwork	Admin	1 month prior to arrival
23	Send a logistics sheet to faculty member will full information on all travel arrangements, instructing schedule, agenda for orientation, welcome activities, etc.	Admin	1 month prior to arrival
24	Contact Campus Card Services to ensure faculty ID number is associated with Onity access for ID card to be coded to open classrooms in School of Business buildings	Admin	1 month prior to arrival
25	Welcome faculty and conduct orientation • OISS check in (mandatory for J1 visa) • HR, to complete new hire paperwork • Payroll to review international tax treaty agreements and determine correct completion of W4	Admin, OISS & Host Dept.	First day of program

	- Obtain USD ID card, ensure it is Onity access coded to open classrooms - Short campus tour - Show teaching classroom, review room technology - Provide office key and introduction to office space <i>Regarding the orientation:</i> <i>J-1 program regulations require sponsors to offer appropriate orientation for all exchange visitors. The orientation may include, but is not limited to, the following information:</i> <i>Life and customs in the US</i> <i>USD Campus Life</i> <i>Local community resources (e.g. public transportation, schools, recreation facilities, etc.)</i> <i>A description of the program they are participating in</i>		
26	Process J1 visa application fee reimbursement for faculty member if included in contract	Admin	First week of program
27	Serve as contact point throughout program dates to assist with faculty member as needed. Regularly reach out to faculty member to ensure continuity of case, helping with socialization, inviting to relevant activities/events across campus.	Admin, Sponsor, OISS	Throughout program dates
28	Remind faculty that USD email will be suspended at close of semester and encourage them to reach out to contacts to provide alternative email, if needed, for ongoing communication	Admin	1 month prior to end date of program
29	Retrieve office key from faculty	Admin	Last day of program

Logistical Arrangements for International Visiting Researchers*

Sponsor = USD faculty member who is inviting researcher to campus

Admin = Administrator assigned to the inviting department

OISS = Office of International Students and Scholars

Scholar = Visiting Researcher

►	Task	Responsibility of Task	Timeframe
1	Obtain approval from Department Chair to invite scholar; confirm dates of visit	Sponsor	5 months prior to arrival
2	Obtain approval from Associate Dean for Faculty and Academic Affairs	Sponsor	5 months prior to arrival

3	Generate invitation letter which includes purpose of visit, proposed research, name of USD faculty sponsor, and any approved funding for scholar. Have letter signed by Dean, Department Chair and Sponsor	Sponsor	5 months prior to arrival
4	Submit to Admin the following items: • Full contact information for scholar • Curriculum vitae of scholar • Dates of approved visit • Copy of signed invitation letter • Purpose of the visit (one paragraph description) • Proof of English Proficiency; either TOEFL scores dated within two years, copy of diploma from an academic program in an English speaking country or letter from sponsor attesting to English proficiency of scholar • Scanned copy of picture page(s) of passport for scholar • Scanned copies of any passports for qualified dependents (spouse/children) who will travel with scholar	Sponsor	4 months prior to arrival
5	Send welcome/introduction email to scholar and provide instructions on iTorero platform (initial phase for J1 visa application) • Inform on insurance options • Inquire if family members (J2 dependents) will travel with scholar • Provide deadline for scholar to complete iTorero platform (suggested deadline – 3 months prior to arrival) • If faculty is bringing J2 dependents, provide information on insurance requirement and have faculty provide copy of proof of insurance for dependents (this is out of pocket for faculty member) <i>Alternatively, OISS may be contacted to generate an iTorero profile for the visiting scholar by filling out this form. (This is recommended if the assigned Admin does not have access to the Sunapsis platform.) Once the iTorero profile is created, OISS will send instructions to the visiting faculty to submit all required forms and documents for the issuance of the Form DS-2019, Certificate of Eligibility for J-1 Exchange Visitor.</i>	Admin, OISS	4 months prior to arrival
6	Review iTorero platform to ensure accuracy and all required supporting documentation meets immigration standards	Admin, OISS	3 months prior to arrival

7	Contact OISS to inform of completed scholar application in iTorero and request DS-2019 immigration packet to be generated	Admin	3 months prior to arrival
8	OISS to generate DS-2019 immigration packet	OISS	2.5 months prior to arrival
9	Mail immigration packet to scholar and provide tracking information on package as well as follow up instructions on remaining visa application steps for scholar to complete J1 visa application in home country	Admin	2.5 months prior to arrival
10	Provide scholar with 'soft landing' information (ie San Diego housing and transportation resources, etc)	Admin	2 months prior to arrival
11	Complete non-employee form and submit to Human Resources	Admin	1 month prior to arrival
12	Provide scholar with instructions on how to set up USD One account; provide links to USD email login and MySanDiego	Admin	1 month prior to arrival
13	Reserve office space on campus, if available	Admin	1 month prior to arrival
14	Coordinate orientation agenda for scholar	Admin	2 weeks prior to arrival
15	Welcome visitor and conduct orientation • Meet and greet between Scholar and Sponsor • Obtain USD ID card • OISS check in (mandatory for J1 visa) • Short campus tour • Provide office key and introduction to office space	Admin, OISS & Sponsor	First day of program
16	Serve as contact point throughout program dates to assist with scholar as needed	Admin, Sponsor, OISS	Throughout program dates
17	Remind scholar that USD email will be suspended at close of program and encourage him/her to reach out to contacts to provide alternative email, if needed, for ongoing communication	Admin	1 month prior to end date of program
18	Retrieve office key from scholar	Admin	Last day of program