



## Visiting Scholar Application Procedure

*Begin at least 3 months prior to expected arrival*

### **Pre Arrival**

1. Department Communicates with Scholar
2. Department submits the following documents to the ISSC
  - Department Initiation Form
  - Invitation letter
  - Application fee
  - Proof of English proficiency
  - Funding document, if applicable
3. Scholar submits the following documents
  - DS 2019 Application
  - Copy of ID passport page
  - Curricula Vitae
  - Proof of English proficiency (if not provided by department)
  - Proof of Health Insurance coverage (can enroll through university provided insurance for international students. Contact ISSC)
4. Documents are scanned and submitted to the ISSC  
([marymachira@weber.edu](mailto:marymachira@weber.edu))
5. ISSC enters information in SEVIS database and creates the DS-2019. The process takes about 5-10 business days to complete.
6. ISSC notifies department when documents are ready for pick up
7. Department mails the documents to scholar
8. Scholar schedules an appointment at a U.S. Consulate/Embassy for a J-1 visa interview
9. Scholar notifies department of visa issuance or denial
10. Department contacts HR for W# and Email for scholar. If applicable, the department issues a job offer letter and assists the scholar to apply for an SSN.

### **Post Arrival**



## WEBER STATE UNIVERSITY

1. Report to the ISSC for check-in within 5 days of arrival and completes a J-1 check-in Form. Scholar must be validated in the SEVIS system or record will be invalid.

2. Scholar provides the following documents for validation:

- Signed DS-2019
- Copy of Visa
- Proof of health insurance coverage