Domestic Visiting Student and Scholar Process - Workflow

**Faculty/Admin**
- Submit the Indication of Interest

**Visitor**
- Submit Domestic Visitor Online Application

**Dept. Head**
- Send Approval Email

**Global**
- Draft Offer Letter
- Forward Letter and IP Agreement

**Registrar**
- Create Student ID# (if student)
- Global will inform Faculty/Admin of ID#

**Global**
- Forward IPA to ORPA
- Request ID# (if student)

**Visitor**
- Sign - Send Offer Letter and IP Agreement to Global

**Faculty/Admin**
- Review - Sign - Send the Offer Letter and IP Agreement to Visitor

**Global**
- Notify UHS (if student)
- Send Welcome Information to Visitor

**Faculy/Admin**
- Mail Health History Form (if student) to visitor

Visitor Arrives!
- Global Send reminder email to department to register visitor.
- Department Register visitor, assist with; Blackboard/NetID set up (if applicable)
- Visitor Bring completed Health History Form to UHS if student.