Global Visitor Process
How-To Guide for Administrators

Visit the Global Website for more information on the process, resources, and links to the Online Forms.

https://www.rochester.edu/global
Step One

Submit the Indication of Interest.

- Department admin or host must complete the Indication of Interest online. This form lives on the Global Website. Global will prompt the visitor to complete the Online Application.

Step Two

Send the signed Offer Letter and IP Agreement to visitor.

- After ISO has reviewed both the Online Application and the Indication of Interest they will be able to make an accurate visa category recommendation. Global will draft an Offer Letter and forward the letter and IP agreement to the department to forward to the visitor.

Step Three

Complete the online Sponsorship Request Form. If visitor is a scholar, complete the Departmental Host Responsibilities Form as well.

- Global or ISO will upload the completed form(s) to Box. This will allow ISO to begin processing the I-20 or DS-2019 (the form which allows the visitor to apply for the visa). The host must complete the Departmental Host Responsibilities Form if the visitor is a J-1 Scholar.

Step Four

Mail the I-20 or DS-2019 to the visitor.

- ISO will notify the department when the I-20 or DS-2019 is complete. Please notify Global when the documents have been mailed to the visitor. NOTE: if sending the I-20 or DS-2019 to a Visiting Student, a Health History Form must be included.

Visitor Arrives!

- Visitor should check-in with ISO upon arrival. During check-in visitor is scheduled for a Global Orientation session.
- Register the visitor (if student)! Send Paper Registration Form to the registrar.
- Assist the visitor with NetID and Blackboard set up (if applicable).

Helpful Tips

- Do NOT de-activate a visitors registration if they leave mid semester
- NOTIFY ISO or Global if a visitor intends to shorten or extend their program
- Upload all documents to BOX