Visiting Student and Scholar Process - Workflow

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

**Visitor**
- Submit Online Application

**Dept. Head**
- Send Approval Email

**Global**
- Upload forms to Box
- Prompt Visa Categorization

**ISO**
- Visa Category Determination

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

**Global**
- Prompt Sponsorship Request Form and Departmental Host Responsibilities Form (if scholar)
- Upload Offer Letter to Box
- 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**
- Draft Offer Letter
- Forward Letter and IP Agreement

**ISO**
- Create I-20/DS-2019
- Notify Global and Admin when complete

**Global**
- Notify UHS
- Send Welcome Information to Visitor

**Faculty/Admin**
- Mail I-20 and Health History Form (when applicable) OR DS-2019 to Visitor

**Visitor**
- Apply for Visa

**Visitor Arrives!**
- Global Send reminder email to department to register visitor.
- Department Register visitor, assist with; Blackboard/NetID set up (if applicable)
- Department and Visitor Visitor should check-in with ISO upon arrival. During check-in visitor is scheduled for a Global Orientation session.