UR Global Visitor Process – Domestic Visiting Student

ONBOARDING

Visitor

*Complete Domestic Visiting Student Online Application*

UR Dept. (Host or Admin)

- Complete Indication of Interest (II)
- Review II Forward to Dept. head for approval.
- Receive approval. Forward Online Application to visitor.
- Draft Offer Letter. Email Offer Letter and IP Agreement (IPA) to dept.
- Receive Offer Letter and IPA. Forward letter and IPA to visitor.
- Receive Offer Letter and IPA. Sign. Email to Global.
- Receive Offer Letter and IPA. Forward IPA to ORPA. Request ID#.
- Email Dept. with ID#. Remind Dept. to mail student Health History Form if on campus 8+ weeks.

Global

- Receive approval. Forward Online Application to visitor.
- Draft Offer Letter. Email Offer Letter and IP Agreement (IPA) to dept.
- Receive Offer Letter and IPA. Forward IPA to ORPA. Request ID#.

Dept. Head

- Review II. Email approval to Global and Dept.

Registrar

- Generate Student ID#. Inform Global by Email.
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AFTER VISITOR ARRIVES

Visitor

Check in with Dept. Hand in Health History Form to UHS (if on campus 8+ weeks).

UR Dept. (Host or Admin)

Submit registration form to registrar.

Assist visitor with NetID/ Blackboard. Notify ID Office visitor will obtain Student ID Card, provide Student ID#.

Obtain ID Card. Log on to blackboard. Begin program!

Global

Provide general support.

Registrar

Register visitor.