UR Global Visitor Process – **International Visiting Scholar ONBOARDING**

**Visitor**
- Complete Online Application (OA)

**ISO**
- Complete Indication of Interest (II)
- Review files in Box. Request additional documents (if applicable). Email visa categorization to Global and Dept.

**UR Dept. (Host or Admin)**
- Complete Indication of Interest (II)

**Global**
- Receive approval. Forward Online Application to visitor.
- Receive Offer Letter. Email Offer Letter and IPA Agreement (IPA) to Dept.
- Email request for (SRF) and (DRF) from department.

**Dept. Head**
- Review II. Email approval to Global and Dept.
- Upload SRF to Box. Notify ISO by email.

**Complete Sponsorship Request Form (SRF) with English Proficiency AND Departmental Responsibilities Form (DRF).**

**Process DS-2019. Notify Global and Dept. by email.**
**UR Global Visitor Process – International Visiting Scholar**

**AFTER VISITOR ARRIVES**

<table>
<thead>
<tr>
<th>Visitor</th>
<th>ISO</th>
<th>UR Dept. (Host or Admin)</th>
<th>Global</th>
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<tbody>
<tr>
<td>Attend orientation with ISO.</td>
<td>Conduct check-in. Schedule Orientation.</td>
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