UR Global Visitor Process – International Visiting Student ONBOARDING

**Visitor**
- Complete Online Application (OA)
- Review files in Box. Request additional documents (if applicable). Email visa categorization to Global and Dept.
- Receive Offer Letter and IPA. Sign. Email to Global.

**ISO**
- Review II
- Forward to Dept. head for approval.

**UR Dept. (Host or Admin)**
- Complete Indication of Interest (II).
- Receive approval. Forward Online Application to visitor.
- Upload II and OA to Box. Request Visa Categorization from ISO.
- Draft Offer Letter. Email Offer Letter and IP Agreement (IPA) to Dept.
- Receive Offer Letter and IPA. Upload letter to Box. Forward IPA to ORPA. Request ID#.
- Email Dept. with ID# Request Sponsorship Request Form (SRF)
- Complete Sponsorship Request Form with English Proficiency.
- Process I-20/DS-2019. Email Global and Dept.

**Global**
- Receive approval. Forward Online Application to visitor.
- Upload II and OA to Box. Request Visa Categorization from ISO.
- Draft Offer Letter. Email Offer Letter and IPA to visitor.
- Receive Offer Letter and IPA. Sign. Forward letter and IPA to visitor.
- Receive Offer Letter and IPA. Sign. Email to Global.
- Receive Offer Letter and IPA. Upload letter to Box. Forward IPA to ORPA. Request ID#.
- Email ISO.

**Dept. Head**
- Review II. Email approval to Global and Dept.

**Registrar**
- Generate Student ID#. Inform Global by email.
**UR Global Visitor Process – International Visiting Student**

**AFTER VISITOR ARRIVES**

<table>
<thead>
<tr>
<th>Visitor</th>
<th>Check in with department.</th>
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</thead>
<tbody>
<tr>
<td>ISO</td>
<td>Check-in at ISO. Submit HHF to UHS.</td>
</tr>
<tr>
<td>UR Dept. (Host or Admin)</td>
<td>Complete the administrator checklist.</td>
</tr>
<tr>
<td>Global</td>
<td>Register visitor.</td>
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<tr>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Departure!</td>
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</tbody>
</table>

- **Check in with department.**
- **Check-in at ISO. Submit HHF to UHS.**
- **Obtain ID Card. Attend orientation session.**
- **Conduct orientation with Global.**
- **Confirm registration. Ensure visitor has no outstanding balance on account prior to departure.**