**Department of Microbiology & Molecular Genetics**

**International Visiting Scholar Process for *Faculty Sponsor***

1. *Prior to extending any form of invitation*, *the inviting faculty sponsor should meet with the Department Chair* to ensure the Visiting Scholar invitation is appropriate.
2. If permission to host is granted, the **sponsor should then obtain**:
	1. First name, last name (as on passport)
	2. DOB (month/day/year)
	3. Email
	4. Gender
	5. CV
	6. UVM NetID (if they previously visited UVM after 2010)
	7. Will Scholar have their own health insurance? In most cases they should. *Proof of health insurance will be required at OIE on arrival to UVM.*
	8. Proof of funding to self-support for duration of visit
3. Complete relevant sections of the **Visiting Scholar Request Form and sign the form**. The following information will be required:
	1. Does candidate hold terminal degree? \_\_ Yes \_\_\_No. \*If “No”, please provide reasons why candidate should be considered for a Visiting Scholar Appointment.
	2. Rationale in Support of the Visiting Scholar Appointment
	3. Describe the departmental consultative process on hosting scholar, including other faculty.
	4. Description of Expectations of the Individual Associated with the Visiting Scholar Appointment
4. Complete tasks in iSTART once email is received
5. Complete/review the **Invitation Letter**
6. **Upon arrival**, Sponsor should assist the Visiting Scholar to:

\_\_\_\_\_ **Set up a meeting with OIE *immediately* for consultation on visa/visit requirements**

\_\_\_\_\_ Orient to campus and workspace/departmental contacts

**\_\_\_\_\_** go to the **CatCard Office** with his/her letter of invitation on arrival