SLCL Visiting Scholar Work Flow

1 Application Process

Potential Scholar initiates contact via letter or application.
(pursuant to dept. guidelines)

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Upon acceptance, an invitation is sent to the V.S. by the Department Head w/ a copy to SLCL HR.
(includes dates of visit and name of faculty sponsor)

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Visiting Scholar accepts department invitation.

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UIUC Sponsored V.S. submits Proof of Funding to SLCL HR.
(additional proof of funding for dependents required if applicable)

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A confirmation e-mail is sent to V.S. by SLCL HR requesting additional information.
(V.S. MUST submit all requested info completely AND correctly before proceeding to the next step.)

Critical Information:
**Passport*
**Research Statement*

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2 Visa Process

A DS-2019 is requested by SLCL HR.
(takes app. 3 weeks)

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DS-2019 is sent to V.S. via UPS.

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V.S. completes an interview with the U.S. Embassy/ Consulate in their home country.

Non-UIUC Sponsored V.S. works with sponsoring agent to secure funding & DS-2019.

Proceed to Step 3

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3 Check-in Process

Upon arrival, the Visiting Scholar meets with SLCL HR for initial check-in procedures.

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The Visiting Scholar meets with ISSS for final check-in procedures.

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SLCL HR completes any applicable department affiliation paperwork.

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4 Check-out Process

Prior to departure, V.S. meets wit SLCL HR for check-out procedures.

Note:

- DS-2019 request and issuance can be delayed if required documents are not submitted by the V.S. in a timely manner.
- Dates of visit on DS-2019 must be revised in the event of funding or application delays.

Last Updated 2/7/2014