

Tennessee Tech University Visiting Scholar Program

The designation "Visiting Scholar" is accorded to scholars temporarily in residence at Tennessee Tech University. This policy provides information about Visiting Scholars and the procedures for appointing them. Questions about Visiting Scholar appointments may be directed to the Office of Research (ext. 3374 or research@tntech.edu).

1. CRITERIA FOR APPOINTMENT

The following are the minimum eligibility criteria for a Visiting Scholar designation at Tennessee Tech University.

- The individual must be visiting from an outside institution or organization.
- The individual must have a doctoral degree or be a recognized expert in his or her field.
- The source of funding for the individual must not be Tennessee Tech University.
- Terms of appointment should not exceed one year, however subsequent terms may be approved following the same appointment procedure below.

2. APPOINTMENT PROCEDURE

The sponsoring department should assure that a candidate for Visiting Scholar meets the criteria listed above. A Department Chair may recommend eligible Visiting Scholars by completing an application form (see attached). Upon approval of an appointment, the Office of Research will forward a signed copy of the paperwork to the requesting Department. The Department will be responsible for issuing the appropriate requests for issuance of an Eagle Card, computer account, and library privileges.

Visiting Scholars may subsequently be appointed as Postdoctoral Scholars if they are employed to participate on TTU research projects for which they receive salary and benefits (see policy on Postdoctoral Scholars).

3. INTELLECTUAL PROPERTY (IP) AGREEMENT

If a visitor is going to work on research projects (whether sponsored externally or not) on the TTU campus and/or other projects on which IP is or may be involved, the sponsoring department should secure the signature of the visitor on an Intellectual Property Agreement for Visiting Scholars (see attached). This agreement recognizes TTU's right to ownership of patentable inventions which are conceived or reduced to practice in conjunction with work done at TTU, or which involve more than incidental use of TTU resources and facilities.

4. VISA REQUESTS

Upon receipt of an approved Request for Appointment of a Visiting Scholar, the Office of International Student Affairs will prepare a TTU visa certificate (DS-2019 – see attached requirements). Departments must pick up the approved TTU visa certificate and assure that foreign visitors receive their DS-2019 well before departure from their home country, and that they understand that they must use the DS-2019 to apply for a J-1 visa at a U.S. Consulate. These forms and procedures could change at any time and potential applicants are encouraged to contact the Office of International Student Affairs (Intl_adm@tntech.edu)

5. RIGHTS AND PRIVILEGES

Visiting Scholars are not employees of the University, and the title may not be used for personnel or payroll purposes. If a department wishes to make a special payment to a Visiting Scholar for participation in a seminar presentation or similar contribution, that payment should be done through honoraria using funds from appropriate sources. A Personal, Professional and Consultant Service Agreement should be processed through the Purchasing Office prior to commencement of services by Visiting Scholar. Agreement process is detailed in the Purchasing Electronic Procurement Manual, Section V, at the link: <http://www.tntech.edu/purchasing/procurementmanual.html>. If a Visiting Scholar is asked to make a short-term contribution to a research effort, payment of appropriate consulting fees should be arranged in advance and after any necessary agency approvals are obtained. Since a Visiting Scholar is expected to be supported by his or her host institution, payments for honoraria or consulting should normally be less than \$5,000. Payments over this amount should be justified and approved by the same administrators that approved the original application.

Although Visiting Scholars do not receive Tennessee Tech University compensation or the full range of other benefits available to regular staff, faculty or students (including health insurance), they are eligible for the following courtesy benefits:

- TTU Eagle Card
- Access to a Tennessee Tech email account and on-campus computing privileges
- Library privileges including access to Tennessee Board of Regents branch libraries
- Staff-rate tickets for athletic events
- Campus parking privileges for a fee (arranged through Safety & Security)
- Access to most University facilities for a fee (if applicable) equivalent to faculty rates
- Access to on/off-campus housing information

These benefits carry with them responsibilities to observe all rules, regulations and requirements of TTU and The Tennessee Board of Regents' Policies and Guidelines including but not limited to safety, health, hours of work, and conduct. Failure to carry out these responsibilities may result in revocation of certain or all benefits.

6. EARLY TERMINATION OF APPOINTMENT

Either the university or the Visiting Scholar reserves the right to terminate the appointment/stay at any time without cause.

TENNESSEE TECHNOLOGICAL UNIVERSITY

J-1 Exchange Visitor Application Checklist

Documents to be submitted to Tennessee Technological University:

- Copy of passport valid for at least six months after your arrival in the USA
- Copies of all previously issued IAP-66 or DS-2019 Form(s). (If applicable)
- Copies of all previously issued J-1 visa(s). (If applicable)
- Financial Verification:
 - Source of financial sponsorship (proof of additional funding or personal financial resources may be required if primary financial sponsorship is determined to be inadequate to cover all living expenses)
 - Please include certified copies of bank statements, financial statements, etc. affixed with the bank's seal and signed by a bank officer, if necessary.
 - Amount of financial sponsorship must be at least U.S. \$ 9810 to cover all living expenses for one semester for exchange students. Appointments for less than one year will be prorated accordingly (= \$817.50 minimum support per month) plus \$4570 per dependent (or \$380.18 per month)
- Completed DS-2019 Request Form (enclosed) required for the issuance of the DS2019
- Proof of Health Insurance and details of the insurance policy coverage if you choose not to purchase the health insurance offered by Tennessee Technological University (it must be purchased during the first week of the visit).

Documents to be presented at nearest U.S. Embassy or Consulate after the DS-2019 Form is issued:

When the DS-2019 form issued by Tennessee Technological University is received, it must be presented by the exchange visitor at the nearest U.S. embassy or consulate for application of a J-1 visa. The visa applicant must be prepared to provide documentary evidence of the above listed materials as well as the following:

- Passport (must be Machine readable)
- Form DS-156, "Nonimmigrant Visa Application", available at the embassy or consulate.
- Completed DS-2019 application form signed by the applicant.
- Copies of all financial support documents
- Photographs (number and size specifications available at embassy or consulate)
- Machine Readable Visa (MRV) surcharge fee (currently \$100.00, subject to change)
- Internship needs to be pre-arranged with the department you will be studying.

SEVIS fee: Beginning September 1, 2004 the Department of Homeland Security will collect a congressionally mandated fee to cover the costs for the continued operation of the Student and Exchange Visitor Program (SEVP).

Through the Internet at www.FMJfee.com by using a credit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrant); or Through the mail by submitting a completed Form I-901 and a check or money order drawn on a US Bank and payable in US currency; or By a third party such as a school or sponsor. The fee must be paid to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the SEVIS fee has been paid. To allow for adequate processing time the fee must be paid at least three business days prior to the visa interview date for electronic submissions. The payment

will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet generated receipt be brought to the visa interview. The cost is \$180 for J-1 visa visiting scholars.

TENNESSEE TECHNOLOGICAL UNIVERSITY DS-2019 REQUEST FORM FOR VISITING SCHOLARS

Use this form to request a certificate of eligibility for exchange visitor (J-1) status.

Most non-U.S. citizens applying for admission to the United States need a valid entry visa. Before entering the U.S. as an exchange visitor, you must obtain a "J-1" exchange visitor visa from the nearest U.S. embassy or consulate. To obtain the visa, this university must first issue you a "Certificate of Eligibility for Exchange Visitor (J-1) Status," commonly referred to as Form DS-2019 (Previously known as IAP-66).

Please complete this request form and return it with your other application materials. A form DS-2019 will be mailed to you, unless you are notified otherwise.

- Purpose of request:
- New J-1
 - J-1 Extension
 - J-1 transfer from another institution
 - Family / Dependent DS-2019
 - J-1 Reinstatement

- Exchange visitor will be:
- | | |
|--|---|
| <input type="checkbox"/> Undergraduate Student
<input type="checkbox"/> Short-term Scholar
<input type="checkbox"/> Research Scholar
<input type="checkbox"/> Professor | <input type="checkbox"/> Graduate student
<input type="checkbox"/> Summer Visitor
<input type="checkbox"/> Specialist
<input type="checkbox"/> Trainee |
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PART I. BIOGRAPHICAL INFORMATION

(Please provide information as it appears in your passport)

Surname/Family Name	First Name	Middle Name

Gender: Male Female

Date of Birth (Month/Day/Year):

City of Birth: Country of Birth:

Country of Citizenship: Country of Residence:

Position or Occupation in Home Country:

Have you ever held J-1 status before? No Yes, dates:
 (Attach copies of all previously issued IAP-66 / DS-2019 forms and copies of all previously issued J-1 visas)

PART II: ACADEMIC PROGRAM INFORMATION:

Supervisor/Contact in host department:

Tel: Fax: E-mail:

Duration of Stay: From To
Month/day/year Month/day/year

Field of Study: (choose one), Research, Teaching, Student

Brief description of program/intended field of study:

PART III: DOCUMENTATION OF FINANCIAL SUPPORT

Federal regulations require us to obtain from you a certification that you have adequate financial resources to meet all expenses related to your program.

Identify below the sources of funding available to you for the period of your stay. Identify each source of funding and the amount of financial support provided. For funding sources other than this institution, please provide evidence of financial support: i.e., certified true copies of bank statements with all amounts converted to U.S. Dollars

Amount	Source

PART IV: DEPENDENT INFORMATION

To be completed only if you wish to bring a spouse or child to the United States. If no dependents will be coming to the United States, leave blank and skip to Part v.

Name (Last, First, Middle)	Date of Birth	Relationship	Citizenship	Country of Residence	City, Country of Birth

Dependents will: (check one) Travel with me Travel separately Will not join me

PART V: MAILING ADDRESS:

Provide below the exact address to which the IAP-66 should be mailed.

Address:

Phone:

Fax:

E-mail:

Signature of Applicant: _____

Name of Applicant: _____

THIS DS-2019 REQUEST FORM SHOULD BE RETURNED TO:

Charles J. Wilkerson, Jr., MS TESOL
Director of International Student Affairs
J-1 Exchange Visitor Program Responsible Officer
Tennessee Technological University
1 William L. Jones Dr., Box 5093
Cookeville, TN 38505-0001 U.S.A.
Tel: (931) 372-3634
Fax: (931) 372-3674
E-mail: cwilkerson@tntech.edu

Remember J-1 students are eligible to work on campus during their courses or off campus after their program completes under Academic Training parameters. Maximum period of the internship is equal to your time of study here at TTU.

J-1 VISA HOLDERS need to be validated upon arrival at TTU's ISA office in Derryberry room 103 within the First 5 days,
If the visiting student or researcher does not do so, TTU's International Student Affairs Office takes no responsibility.