

## **Visiting International Researcher Agreement and Information Form**

### **Definition of Visiting International Researcher**

A Visiting International Researcher is defined as any international person coming to TTU to conduct temporary research and/or classroom observation.

### **Designating a Sponsor**

The department must designate the sponsor of the Visiting International Researcher (VIR). In most cases, the sponsor is the one who initiated the invitation of the VIR. Sponsor is not defined as the person responsible for the financial needs of the VIR.

### **Reason for a Sponsor**

The sponsor is the one accountable for the VIR's well-being, research needs, and ensuring the VIR does not violate TTU, state, and federal laws, policies, or regulations. The sponsor helps ensure the VIR does not become a burden to TTU personnel, and assists with the VIR's research objectives and well-being.

The sponsor must help facilitate a collaborative experience and welcoming environment, and be responsive to the VIR's research needs and on-campus needs.

The International Education office (IE) **cannot** be the sponsor and **cannot** be responsible for the daily needs of the VIR, as the IE does not have the ability to provide those items.

If the sponsor believes a VIR may present too much of a risk or is uncertain to the intentions of the VIR, the sponsor is not obligated to invite the VIR.

### **US Department of State Requirements**

Generally, a VIR comes to the US using the J-1 visa program, which is controlled by the US Department of State. It is US Department of State expectations that the researcher will be 'cared for', will interact with persons in the VIR's profession, and the department will treat the experience as an one exchange and interaction, versus as a way for the sponsor or department to have a personal unpaid researcher doing the sponsor's or department's research work.

### **Responsibility for Research Activities**

The sponsor must ensure the VIR does what the VIR stated he/she would do while on campus. This includes verifying the VIR is working on the research objectives outlined by the VIR and the sponsor in the invitation letter. The sponsor and the department may be liable if any research or activity done by the VIR is in violation of any TTU, state, or federal policies.

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**Responsibility for On-Campus Needs**

The sponsor must provide research space, potential supplies and access to university services. If the department and the sponsor cannot provide this, it would then not be feasible for the VIR to come.

The sponsor must assist with getting computer access (if needed), verifying eligibility to access the library, and determining needed access to additional on-campus spaces. However, the sponsor must ensure the VIR does not access unauthorized spaces.

**Responsibility for Off-Campus Needs**

The help show evidence the department is taking full responsibility for the well-being of the VIR and is showing good faith in their intention to create a collaborate exchange environment the sponsor should assist with the off-campus housing needs and transportation needs of the individual.

The International Education **does not** have the ability to arrange transportation or housing.

However, the IE is aware a department and sponsor may be limited in what they can and cannot do or provide. If they cannot provide off-campus assistance to the VIR, the VIR will be informed of the services he/she will be responsible for.

**International Education's Responsibility**

The International Education office will assist with the immigration document creation and the immigration needs of the VIR.

**Confirming Items**

The below questions must be completed by the sponsor. Please state 'yes' or 'no'. If 'no' is written, the VIR will be informed that he/she will be fully responsible for that item. Some items requires a 'yes' response. If no is written in those sections, it may not be possible to continue with the VIR's invitation.

1. Will you monitor the research of the VIR? **(yes response is required)**\_\_\_\_\_
2. Will you facilitate a collaborative experience and welcoming environment, and be responsive to the VIR's research needs? **(yes response is required)**\_\_\_\_\_
3. Will you verify the VIR is working on the research objectives outlined by the VIR and the sponsor/you in the invitation letter? **(yes response is required)**.\_\_\_\_\_
4. Will you help the VIR interact with other departmental colleagues and consider this experience an exchange experience for the VIR? **(yes response is required)**\_\_\_\_\_
5. Will you provide time for the VIR to work with you as required by the research objectives? **(yes response is required)**\_\_\_\_\_

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6. Will you provide an office or work space? **(yes response is required)**\_\_\_\_\_
7. Will you provide office supplies?\_\_\_\_\_
8. Will you assist with finding housing for the VIR and ensure they have a place to stay?\_\_\_\_\_
9. Will you assist with transportation from the airport to TTU?\_\_\_\_\_
10. Will you provide transportation to TTU especially if the VIR has to stay in a hotel or if the off campus housing is not in walking distance to the university?\_\_\_\_\_
11. Will you take the VIR to Wal-Mart or any other store so the VIR can purchase items upon their arrival like bedding, toiletries, etc...?\_\_\_\_\_

**By signing below, you agree to the conditions and expectations above.**

The printed name of the VIR is:\_\_\_\_\_

The designated sponsor will be:\_\_\_\_\_

Signature of the sponsor:\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of the Department Chair:\_\_\_\_\_

Signature of the Department Chair:\_\_\_\_\_ Date:\_\_\_\_\_