Faculty Sponsorship of a Visiting Scholar

1. Department Approval

First steps:

(a) **Send an email to personnel@geog.ucsb.edu, with the following information:**

Name of visitor
Contact information
Affiliation
Projected dates of visit (arrival and departure)

(b) *Obtain Department approval:*

Prior to being officially invited, the sponsoring faculty member must prepare, submit, and receive approval from the Department Chair via the online Visitor Request Form. Please include the proposed visitor's CV, abstract, a letter of invitation, and a list of collaborators. Faculty Sponsors must be in residence for the duration of the proposed visit.

Visitor practices must be consistent with UC and UCSB policies:

- Purpose of pursuing an appropriate activity (such as research, teaching, or training); please provide detailed information, including how their visit will benefit the department
- The visitor must demonstrate intent to return to home country (as determined by consular officer)
- Visitor must have sufficient funding for program–see minimum financial requirements
- Visitor must demonstrate that he/she has the appropriate background for program activity (must meet appropriate degree requirements)
- Have adequate English proficiency (determined by the host department—see English Language Proficiency form). Please be judicious in determining proficiency; a visitor who is unable to communicate cannot effectively navigate our English-dominant community and cannot fully participate or contribute to the academic activities of the department.
- Please see: Academic Personnel Policy and III-25 Without Salary Visitors

J-1 Scholar Categories

- Short Term Scholar
- Research Scholar/Professor
- Student Intern

The different categories of J-1 scholars are detailed at J-1 Overview
Be sure to select the one that best matches the visitor's intended academic visit.

2. Visitor's Procedures for Visa Application

Once approved by the Chair, the GEOG Personnel team will assist with the initiation of the visa application process in coordination with the Office for International Students and Scholars. It is recommended that a request to host a visitor be made 4–6 months in advance of the proposed visit. J-1 documents received with less than a 90-day lead-time will NOT be processed by OISS and the visit will need to be delayed.

Guidelines for Visit

Each visitor must provide funding for their stay in the U.S., funding for their lodging, and bring their own laptop.

Arrival: A visitor must arrive within 30 days of the date on their letter of invitation and their DS-2019. If there are delays in the visitor obtaining their visa that prevents travel within this time frame, they must apply for an amendment of their DS-2019.

Please notify personnel@geog.ucsb.edu if there are anticipated delays of the visitor's arrival. The request for amendment must be done at least 14 days prior to the expiration of the DS-2019. OISS cannot process the new document without this lead-time, and they must have the amended DS-2019 in hand when they travel.

Departure: The visitor may only remain on campus until the date specified in the invitation letter and DS-2019. If you wish to prolong their stay, there is a process to extend the visit, but it will require a prior request to OISS and the submission of several documents justifying the need to extend the stay and demonstrating the means with which to stay.

If you anticipate the need for an extension, please do so within 4 weeks of the appointment date specified on the DS-2019 so there is sufficient time to process it.

Upon departure, the visitor must return their keys and may no longer remain in their office. They may, however, remain in the U.S. for 30 days for tourism purposes.

Host faculty are expected to assist in enforcing this UC and Department of Homeland Security policy, given that an illegally extended stay represents liabilities to the University. Failure to comply may influence future requests for departmental approval of a proposed visitor. Please note that UCSB is one of only 845 of the 5,300 universities in the United States that offer programs for international visitors and students. If audited by the Department of Homeland Security, an "unlawful presence" on campus (i.e., violation of the terms of a visitor's stay) can compromise the continuation of the program at our campus.