



FORT HAYS STATE UNIVERSITY

International Sponsored Visitors and Visiting Faculty Policy and Procedures

I. Policy

It is the policy of Fort Hays State University (FHSU) that international sponsored visitors and/or visiting faculty at higher education institutions who wish to participate in an academic or administrative visit to the FHSU campus must complete an application and meet established requirements to participate in an international visit to FHSU.

II. Procedures

APPLICATION PROCEDURE

Sponsored visitors and/or visiting faculty must submit a complete application packet which consists of:

1. A cover letter outlining the proposed visit to FHSU. This cover letter shall address the following questions: (a) what is the desired outcome of the applicant's residency at FHSU, (b) why has the applicant chosen FHSU to pursue this project, (c) what unique resources does FHSU offer that are vital to the completion of the proposed project, (d) how does the applicant plan to apply the knowledge/skills gained from this experience at their home institution, and (e) how will a residency at FHSU contribute to the applicant's professional development in his/her field?
2. A recommendation letter in English from the applicant's immediate supervisor addressed to the Provost
3. An administrative resume or curriculum vitae (as appropriate)
4. A completed DS-2019 request form
5. A financial support letter/statement outlining how financial requirements of the proposed stay will be met. This must include a budget for the purchase health insurance, if necessary.
6. Proof of English language abilities with TOEFL or IELTS scores, affidavit of completion of an ESL institute, or a transcript indicating an earned degree from an English language institution of higher education. [Note: KBOR policy requires that non-native English speakers proposing to perform instructional work within academic departments at FHSU must have their English abilities verified through an oral interview with two faculty/staff members and a student by the academic department chair.]
7. Proposed arrival and departure dates

FHSU REVIEW PROCESS

The steps for review and approval of the application will be:

1. The Operations Director in Global Affairs will forward the complete application to the requested department. There will be three possible outcomes of the application process: (1) the applicant

is accepted without conditions, (2) the applicant is accepted with conditions, or (3) the applicant is denied.

2. The academic department or administrative unit will indicate its recommendation to the Provost with a copy to the Operations Director for Global Affairs regarding the acceptance of the international visitor. The unit supervisor will comment on the application form what role the visitor will be expected to perform during their residency.
3. The Provost or his/her designee will communicate the application decision to the applicant with carbon copies to all units involved. This will include, but not be limited to: (a) the department chair or unit supervisor, (b) the appropriate academic dean, (c) the graduate dean/Assistant Vice President for internationalization, (d) the office of international student services, (e) the director of Global Affairs, (f) the assistant Provost of Internationalization and Strategic Initiatives, (g) the director of residential life (if on-campus housing is approved), (h) the director of student fiscal services (if on-campus housing is approved).
4. If the decision is negative, then the Operations Director in Global Affairs may approach another academic department with the original application and begin the process again.
5. The Director of International Student Services will prepare the DS-2019 and an official confirmation letter from Student Affairs once the visit has been approved.

TIMELINE

1. The applicant must send the packet with the required documents at least three (3) months in advance of the expected arrival date. The packet should be mailed or electronically delivered to the Operations Director for Global Affairs for consideration.
2. Upon approval, the Office of International Student Services will mail a confirmation letter along with form DS-2019 and other supporting documents to be used with the Embassy or Consulate.
3. Upon approval, the international visitor or the partner school shall make arrangements to pay the SEVIS fee of \$220. International visitors should refer to the SEVIS website www.ice.gov/graphics/sevis for information on how to pay this fee. A receipt must be secured before a visa appointment can be made.
4. The international visitor shall make an appointment with the US Embassy or US Consulate General Office in their home country. The following documents will be needed for the appointment:
 - i. Current passport
 - ii. DS-2019 form
 - iii. Support letters
 - iv. SEVIS fee receipt
 - v. Evidence of financial support
 - vi. Proof of permanent residence outside the U.S.
 - vii. Non-immigrant visa application and visa fee
 - viii. Head's Up Form (if being interviewed by the U.S. Embassy in Beijing)
5. Global Affairs will suggest travel arrangements to Hays.
6. The sponsored visitor or the partnership school will provide the Office of International Student Services and Global Affairs with specific travel details including date of arrival and mode of transportation to Hays, Kansas.
7. The Office of International Student Services will communicate with the international visitor in advance of their arrival regarding housing and meals plans and will meet with the visitor once they arrive on campus to help finalize arrangements.

8. The Office of International Student Services will coordinate the transportation from the Hays Airport or Hays Bus Station to the FHSU campus upon arrival.
9. All international visitors **MUST** have health insurance. This is the responsibility of the international visitor to secure before they arrive or within the first week of their arrival.
10. The Office of International Student Services will welcome the visitor and make certain that all accommodations with Residential Life are in order. On campus meal allowance for use in the residence hall cafeteria during normal operational periods will be arranged with Global Affairs. Meal service on campus is not available during official breaks of the university. Meals during official breaks will be the visitor's responsibility. It is suggested that the international visitors bring the following documents with them to the U.S.: medical and dental records including immunization record, information about medical conditions, and T.B. skin test results if previously taken.

HOUSING ARRANGEMENTS FOR PARTNERSHIP VISITORS

Approved international visitors from FHSU partnership institutions will be housed on-campus in residence halls at no cost during their time on campus. There is a limit of four (4) residence hall rooms available per semester.

HOUSING ARRANGEMENTS FOR NON-PARTNERSHIP VISITORS

Living arrangements will not be arranged by FHSU and are the responsibility of the visitor. A list of off campus short-term housing contacts will be provided upon request by the Office of International Student Services.

FINANCIAL ARRANGEMENTS

An estimated cost will be provided based on the length of the international visit on campus. The length of a short-term scholar is approximately six (6) months or less, and a sponsored visitor or visiting faculty can be arranged for nine (9) to 12 months or an academic year consisting of fall, spring and summer terms. A shorter five (5) month, or semester visit can also be arranged. The cost of visit will be based on on-campus residence hall housing, supplies, health insurance and estimated personal expenses. FHSU will not manage funds for international visitors. In addition, the university will not bill a third party for any expenses. FHSU will not provide any type of stipend to international visitors. International visitors should plan to bring with them a small amount of U.S. currency to have available upon their arrival in the United States. Banks are not open over the weekend to obtain cash or open a bank account.

UPON ARRIVAL

Upon notification of arrival in Hays, a representative from FHSU will pick up the visitor and bring them to campus. On the next business day following their arrival, international visitors should report to Memorial Union Suite 014 and bring their passport and DS-2019. The visitor will also receive an orientation packet with information about the FHSU and the Hays community. International visitors who have not had a T.B. skin test will be required to schedule a visit to the Student Health Center. Visitors will also be advised of the meningitis policy and may either purchase the vaccination when they arrive, or sign a waiver that they do not wish to receive the vaccination. The International Student Services Office will assist the international visitor in obtaining a Tiger Card, finalizing housing arrangements, arranging a campus tour and directing the visitors to the academic department and Global Affairs for further instructions and assignments. The academic department

hosting the visitor will help arrange for necessary computer access, office space, textbooks, etc. Global Affairs will meet with the international visitor to explain the meal plan process. Arrangements will be made to take international visitors shopping locally to purchase personal items needed for their stay. Additional personal transportation throughout the exchange period cannot be provided by FHSU.

COMPLETION OF VISIT

The international visitor's time on campus can be shortened once the visitor arrives, but an extension to the visit period may not be possible. An international visitor's time on campus cannot be extended past six months. At the completion of the visit, the international visitors should make arrangements to check out of their housing arrangement, make payment arrangement for any final bills, and complete an exit interview with the academic department or Global Affairs. For transportation to the Hays Airport or Hays bus station, visitors should contact their academic department or the International Student Services Office to make this arrangement.

Approved by IEMG

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