



TEXAS TECH UNIVERSITY

Rawls College of Business™

## GUIDELINES FOR VISITING SCHOLARS

RAWLS COLLEGE OF BUSINESS

TEXAS TECH UNIVERSITY

THE RAWLS COLLEGE OF BUSINESS IS POTENTIALLY ABLE TO OFFER A LIMITED NUMBER OF VISITING SCHOLAR POSITIONS. THESE POSITIONS DO NOT REQUIRE TEACHING AND ARE NON-COMPENSATED. THE PRIMARY PURPOSE OF THESE POSITIONS ARE TO ACCOMMODATE THOSE WHO DESIRE TO CONDUCT RESEARCH WITH MEMBERS OF THE RAWLS FACULTY.

**SCHOLAR ACCESS:** THE COLLEGE WILL PROVIDE THE FOLLOWING:

- OFFICE SPACE (USUALLY SHARED) AS AVAILABLE.
- ACCESS TO LIBRARY AND RESEARCH DATABASES.
- INTERNET AND WI-FI ACCESS.
- UNIVERSITY IDENTIFICATION CARDS AND THE ASSOCIATED BENEFITS (AS SPECIFIED BY OP 74.07)
- OPTION TO AUDIT COURSE SUBJECT TO UNIVERSITY POLICY (SEE APPENDIX A)

NOTE: TEXAS TECH DOES NOT HAVE HOUSING SPECIFICALLY DESIGNATED FOR VISITING SCHOLARS.

**EXPECTATIONS:** VISITING SCHOLARS SHOULD IDENTIFY A SPECIFIC RESEARCH PROJECT FOR WHICH SUBSTANTIAL PROGRESS CAN BE COMPLETED DURING HIS OR HER STAY. IDEALLY, THE STAY SHOULD RESULT IN PUBLISHED RESEARCH COAUTHORED WITH A TEXAS TECH FACULTY MEMBER.

IN ADDITION, A VISITING SCHOLAR IS EXPECTED TO MAKE AT LEAST ONE PRESENTATION OF THEIR RESEARCH IN PROGRESS DURING THEIR STAY.

**APPROVAL BY COLLEGE:** VISITING SCHOLARS MUST OBTAIN A SPONSOR ON THE TEXAS TECH FACULTY WHO WILL HOST THEIR VISIT, ARRANGE FOR THEIR PRESENTATION OF RESEARCH, AND COLLABORATE WITH HIM OR HER IN AT LEAST ONE RESEARCH PROJECT.

THE STAY MUST BE APPROVED BY BOTH THE AREA COORDINATOR AND DEAN (SEE APPENDIX B).

**APPROVAL BY UNIVERSITY:** VISITING SCHOLARS TYPICALLY REQUIRE A J-1 VISA ACCOMMODATED BY THE OFFICE OF INTERNATIONAL AFFAIRS (SEE APPENDIX C). APPROVAL MUST BE COMPLETED WELL BEFORE THE STAY (SEE SPECIFICS IN APPENDIX C).

## **PROCESS FOR VISITING SCHOLARS**

### POST POSITION APPROVAL

1. MEET WITH KIM BRANNAN, UNIT MANAGER, RAWLS COLLEGE OF BUSINESS:  
[KIM.BRANNAN@TTU.EDU](mailto:KIM.BRANNAN@TTU.EDU)
  - a. BRING IDENTIFYING DOCUMENTS
  - b. COMPLETE BIOGRAPHICAL FORM ON NEW HIRE PAPERWORK
2. AFTER IDENTIFYING DOCUMENTS HAVE BEEN PROVIDED AND NEW HIRE PAPERWORK IS COMPLETE, KIM WILL START PAF.
3. ONCE PAF IS COMPLETE:
  - a. VISIT THE UNIVERSITY ID OFFICE, STUDENT UNION BUILDING, RM 103
    - i. OBTAIN AUTHORIZATION CODES TO CREATE ERAIDER AND EMAIL.
4. SR. ASSOCIATE DEAN WILL DETERMINE IF VISITING SCHOLAR IS APPROVED FOR A PROXIMITY CARD AND/OR OFFICE SPACE
  - a. IF APPROVED, MEET WITH SUSAN HARKEY, UNIT MANAGER, RAWLS COLLEGE OF BUSINESS: [SUSAN.HARKEY@TTU.EDU](mailto:SUSAN.HARKEY@TTU.EDU) TO INITIATE THE PROCESS TO OBTAIN KEYS AND PROXIMITY CARD.

## **APPENDIX A**

### **UNIVERSITY POLICY REGARDING AUDITED CLASSES (AS OF 1/20/15)**

ENROLLMENT WITHOUT CREDIT. PERSONS WHO WISH TO AUDIT A COURSE FOR NO GRADE MUST OBTAIN WRITTEN PERMISSION FROM THE DEAN OF THE COLLEGE IN WHICH THE COURSE IS OFFERED. THOSE WHO AUDIT A COURSE DO SO FOR THE PURPOSE OF HEARING OR SEEING ONLY; THEY DO NOT HAVE THE PRIVILEGE OF PARTICIPATING IN CLASS DISCUSSIONS OR LABORATORY OR FIELD WORK, OF TURNING IN PAPERS, OR OF RECEIVING A GRADE OR CREDIT IN THE COURSE. STUDENTS WHO AUDIT A COURSE WILL NOT BE LISTED ON THE CLASS ROLL, AND NO NOTATION OF THE AUDIT WILL BE MADE ON THE STUDENT'S TRANSCRIPT.

STUDENTS ENROLLED FOR FEWER THAN 12 SEMESTER CREDIT HOURS IN A SEMESTER (6 HOURS IN SUMMER) MUST PAY A \$10 PER SEMESTER CREDIT HOUR FEE FOR THE PRIVILEGE OF AUDITING A COURSE. WRITTEN PERMISSION FROM THE DEAN OF THE COLLEGE IN WHICH THE COURSE IS BEING TAUGHT AND FROM THE COURSE INSTRUCTOR IS REQUIRED. THIS PERMISSION MUST BE SUPPLIED TO STUDENT BUSINESS SERVICES FOR PAYMENT. NO CHARGE IS ASSESSED FOR ENROLLMENT OF 12 OR MORE SEMESTER CREDIT HOURS. (SENIOR CITIZENS 65 YEARS OF AGE AND OLDER ARE EXEMPT FROM PAYMENT OF THIS FEE REGARDLESS OF THE NUMBER OF SEMESTER CREDIT HOURS.)

**APPENDIX B**

**APPLICATION FOR VISITING SCHOLAR**

RAWLS COLLEGE OF BUSINESS  
TEXAS TECH UNIVERSITY  
LUBBOCK, TX 79409

NAME: \_\_\_\_\_

UNIVERSITY OF EMPLOYMENT: \_\_\_\_\_

PROPOSED DATES OF VISIT: \_\_\_\_\_

DESCRIPTION OF PROPOSED RESEARCH ACTIVITIES DURING TIME OF VISIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

SPONSORING FACULTY MEMBER FROM TEXAS TECH: \_\_\_\_\_

APPROVAL BY AREA COORDINATOR: \_\_\_\_\_

APPROVAL BY DEAN: \_\_\_\_\_

## APPLICATION FOR A FORM DS-2019

To issue a DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status," the following information is required:

1. NAME:   
As on   
Passport
- Family/Surname                      First                      Middle
2. CHECK ONE FOR EACH SET OF INFORMATION:  
 Male                       Single  
 Female                       Married
3. BIRTH DATE:     
Month                      Date                      Year
4. BIRTH PLACE:   
City,                      Country
5. COUNTRY OF CITIZENSHIP:
6. COUNTRY OF LEGAL PERMANENT RESIDENCE:
7. What position (e.g., professor, undergraduate student, rector) does the visitor hold in his/her country of legal permanent residence:
- Title/Activity:
- Institution/Company:
- City, Country:
8. PROPOSED PERIOD OF STAY IN THE UNITED STATES:
- From:     
Month                      Date                      Year
- To:     
Month                      Date                      Year
- Maximum anticipated stay (weeks, months, years):
- Please note:** As articulated in regulations of the Department of Homeland Security, attempting to enter the United States more than 30 days before or after the begin date shown above may result in refusal of admission to the United States at the Port of Entry.
9. The category of this visitor at Texas Tech University will be (see definitions on page 4):
- Student     Professor     Research Scholar     Short-Term Scholar     Specialist  
 Student Intern

10. DETAILED DESCRIPTION OF VISITOR'S PROGRAM AT TTU:

Major Field:	
Minor Field:	
Brief Description:	
At what physical address will the visitor perform this work?	

11. PRIMARY RESPONSIBILITY AT TTU WILL BE:

Teaching       Research       Other (explain): \_\_\_\_\_

12. VISITOR'S SPECIFIC EDUCATIONAL FIELD:

\_\_\_\_\_

13. LIST DEGREES OR OTHER QUALIFICATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. FINANCIAL SUPPORT: List each source and amount (in U.S. dollars) to be received during stay.  
**If support is from any source other than TTU, attach proof of support.**

\$ \_\_\_\_\_  TTU; Department: \_\_\_\_\_

a. Will any U.S. government funding be involved?

Yes     No

If yes, state the name of agency providing funds: \_\_\_\_\_

b. Was this government funding received specifically for the visitor?

Yes     No

c. Was the funding received specifically designated for an exchange visitor program?

Yes     No

\$ \_\_\_\_\_  U.S. Government Agency; Name of Agency: \_\_\_\_\_

\$ \_\_\_\_\_  International Organization; Name of Organization: \_\_\_\_\_

\$ \_\_\_\_\_  Exchange Visitor's Government

\$   Personal Funds

\$   Other; Please explain:

15. Visitor's passport/travel document will be issued by what country?

16. Passport # (if known):

17. Visitor's mailing address:

Visitor's current phone #

Email address

18. If the visitor has been in the U.S. previously as an Exchange Visitor (J-1 visa holder), please give details of program and inclusive dates:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

19. If the visitor will be accompanied by a spouse and/or children, please provide the following information for each: (Continue on separate sheet if needed.)

	Full Name	Relationship to Visitor (Son/Daughter)	City & Country of Birth	Date of Birth (M/D/Y)	Present Nationality	Already in U.S.*** (Y/N)
Spouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*\* If dependents are already in the U.S., please provide their passport number, passport expiration date, and country of issuance on a separate sheet

20. This request is to:

- Invite visitor from another country
- Transfer from another J-1 program
- Change the status of an alien already in the U.S. to J-1 status

21. If the exchange visitor is currently in the U.S.:

a. Present non-immigrant status is

b. Sponsor is

c. Present appointment

d. Date of entry to the U.S. in the current status

e. Permission to stay in the U.S. expires on (M/D/Y)

ATTACH PHOTOCOPIES OF THE FRONT AND BACK OF FORM I-94, PAGE OF PASSPORT SHOWING EXPIRATION DATE, AND THE PINK COPY OF THE FORM IAP-66.

22. Social Security Number:

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TO BE COMPLETED BY TTU DEPARTMENT

23. If you wish any immigration related material sent by express mail, **please provide a shipping account number (FOP):**   
Otherwise, the immigration materials will be returned to your mailstop.

Sponsoring department:

24. The individual within the visitor's department who will be responsible for the visitor is:

a. Name

b. Campus Phone  Email:

c. Campus Mail Stop

25. The person authorizing this appointment is:

a. Name/Title

b. Department

c. Signature/Date

PLEASE RETURN THIS APPLICATION AT LEAST TWO MONTHS BEFORE YOU WISH THE VISITOR TO ARRIVE IN THE U.S. TO:

Phillip Gill  
Office of International Affairs  
Texas Tech University  
P.O. Box 45004  
Lubbock, Texas 79409-5004  
U.S.A

TEL: 806-834-8833  
FAX: 806-742-1286  
E-MAIL: [Phillip.Gill@ttu.edu](mailto:Phillip.Gill@ttu.edu)



## DEFINITIONS OF VISITOR CATEGORIES

**STUDENT:** An individual who is studying in the United States pursuing a full course of study leading to or culminating in the award of a U.S. degree from a post-secondary educational institution; or who is engaged full-time in a prescribed course of study of up to 24 months duration conducted by a post-secondary accredited educational institution.

**PROFESSOR:** A person who is engaging in a program for the purpose of teaching or conducting advanced research or both in an established institution of higher learning. [Maximum stay: 5 years]

**RESEARCH SCHOLAR:** A person who is engaging in a program for the purpose of undertaking or participating in research. [Maximum stay: 5 years]

**SHORT-TERM SCHOLAR:** A professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar type of institutions. [Maximum stay: 6 months]

**SPECIALIST:** An expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills, except professors, research scholars, and alien physicians in graduate medical education or training. [Maximum stay: 1 year]

[Definitions based on USIA rulemaking, Federal Register Vol. 58, No. 52; March 19, 1993]

**STUDENT INTERN:** A student from a foreign university coming to the United States to complete an internship required by the foreign degree program. [Maximum stay: 1 year] Additional paperwork (DS-7002) is required for this category. **Please submit the DS-2019 application for Student Interns at least 90 days prior to the Student Intern's program start date.**

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