Office of International Affairs (OIA) & the Office of Visitors & Volunteers (OVV)

International Visiting Scholar Flow Chart

**Start**
- Communicate regularly with hosting department
- Alert hosting department and OIA if they have existing immigration status or are abroad

**Pre-Arrival**
- Complete immigration and OVV paperwork
- Complete OVV online registration form
- Complete Compass online training modules
- Provide information to background check vendor
- Attend consular appointment (if necessary)
- Tell hosting department, OVV, & OIA date of arrival
- Provide insurance documentation (J-1)
- Review hard copies of resources sent by OIA
- Obtain medical clearance (if required)

**Arrival**
- Check in with OIA
- Attend New International Employee & Visitor Orientation (NIEVO)
- Attend J-1 meeting with Department of Learning & Resources
- Notify OIA and OVV
- Undergo export controls screening
- Provide welcome box/ go on grocery run*
- Pick up visiting scholar at airport*
- Provide tram pass if necessary*
- Provide insurance documentation
- Attend consulate appointment
- Provide information to background check vendor
- Complete required government reporting
- Connect visiting scholars with tax resources
- Maintain International Family Network (IFN), Cultural Exchange Program, and International Employee Resource Group (IERG) communications
- Serve as advocate, liaison to university
- Provide Human Resources support
- Provide referrals for conflict resolution, lifestyle resources
- Review and approve Visitor Information Form (VIF)
- Initiate background check
- Process Employee ID Number (EID) and Computer Access Request (CARS)
- Send Compass training instructions, and instructions for obtaining medical clearance (if required)
- Send and process Confidentiality & Intellectual Property agreement, Rights & Responsibilities form
- Provide OHSU ID badge paperwork

**Active Status**
- Partner with OVV and department to serve as record keepers
- Complete required government reporting
- Provide family support, meetings, advocacy
- Process extensions and changes in immigration status
- Connect visiting scholars with tax resources
- Maintain International Family Network (IFN), Cultural Exchange Program, and International Employee Resource Group (IERG) communications
- Serve as advocate, liaison to university
- Provide Human Resources support
- Audit medical clearance

**Departure**
- Let OIA, OVV, and hosting department know about departure
- Take OIA & OVV exit surveys
- Keep copies of immigration records
- Complete OIA departure checklist
- Provide future contact information
- Document references, professional development
- Thank hosts and advisors*

*Indicates Best Practice