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 interview (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

**Active Status**
- Tell OIA position changes and status changes
- Have evaluations with hosting department(s)
- Pursue professional development opportunities
- Update OIA with changes in personal information, emergencies, family changes, or any need for assistance
- Maintain insurance for self/dependent(s)

**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*

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**Start**
- Notify OIA and OVV of incoming international visiting scholar
- Work with OIA to identify visa type
- Work with OVV to determine visitor type

**Pre-Arrival**
- Fill out OIA paperwork
- Submit Visitor Information Form (VIF) to OVV
- J-1 language assessment
- Assist with temporary housing
- Schedule airport pickup
- Complete export controls screening
- Undergo export controls screening (if applicable)

**Arrival**
- Complete foreign national form (if necessary)
- Assist visiting scholar with obtaining ID badge
- Schedule meeting with Department of Learning & Resources
- Set up any additional computer access and trainings
- Assist with parking and transit access
- Set position expectations
- Provide welcome box/grocery run
- Pick up visiting scholar at airport
- Ensure employee registers for NIEVO
- Provide tram pass if necessary

**Active Status**
- Provide J-1 intern evaluations (for J-1 interns)
- Provide OPT STEM evaluations
- Report changes in employee PD, status, or extension to OIA and OVV
- Track goals for performance reviews
- Provide annual reviews
- Tell OIA & OVV if emergency, lawsuit, or death affects visiting scholar

**Departure**
- Inform OIA & OVV of departure date
- Make copies of reviews, references, contact information
- Complete exit interview
- Purchase plane ticket*

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**Start**
- Work with hosting department to identify visa type

**Pre-Arrival**
- Prepare visa paperwork for international visiting scholar and family (if applicable)
- Provide visa status information
- Provide social security number information (if applicable)
- Send pre-departure paperwork and hard copies of useful resources

**Arrival**
- Provide welcome package
- Provide one-on-one resource meeting
- Offer cultural support
- Offer regular NIEVO sessions

**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
- Build community, provide cultural support
- Provide referrals for conflict resolution, lifestyle resources

**Departure**
- Provide exit survey
- Provide information to government, close record
- Provide departure checklist
- Hold records for three years

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**Start**
- Work with hosting department to identify visitor type

**Pre-Arrival**
- 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

**Arrival**
- Provide OHSU ID badge paperwork

**Active Status**
- Partner with OIA and department to serve as record keepers
- Process Visitor Scholar status extensions and changes in duties
- Provide Human Resources support
- Audit medical clearance

**Departure**
- Provide exit survey
- Collect OHSU ID Badge
- Close computer access and Employee ID Number
- Hold record for three years

*Indicates Best Practice