



## Procedures for Application, Approval & Support of International Visiting Faculty Scholars

All **MSU Billings faculty or departments** wishing to sponsor an applicant will make an appointment to visit with the Office of International Studies to discuss the potential visitation *no later than four months before the visitor's arrival date*.

1. At this meeting the faculty/College will learn of the requirements for both their department and for their potential visitors.
2. The application to become a Visiting Faculty Scholar will then be sent to the potential visitor the supporting faculty or College.

All **applicants** interested in attending MSU Billings as an International Visiting Faculty Scholar will submit the following information to the Office of International Studies *no later than three months before the visitor's arrival date*:

1. Visiting Faculty Scholar Application Form  
The application must be signed by the applicant, the sponsoring faculty member/department, the Dean of the College the visitor will be working in, and the Provost in order to verify the terms and commitment of the visitation.
2. A curriculum vita as well as a statement by the visitor outlining the specific goals and/or research objectives to be pursued during their visitation, including the name of the MSUB faculty the scholar will be assisting.
3. Financial affidavits from the applicant indicating their ability to finance the expenses related to their visitation, including how much (if any) funding will come from MSU Billings.

Once all of the application documents are compiled, the applicant will send it to the Office of International Studies. From there:

1. The Immigration Specialist will verify all documents needed to issue US visa paperwork and communicate with the visitor regarding the visa.
2. The OIS will write an Invitation Letter for the visitor inviting them to come. This letter will specify the objectives of the visitation as outlined in the applicant's statement.
3. The OIS will send the visitor a Welcome Packet that contains all visa materials as well as a welcome guide to Billings.
4. A copy of all application documents as well as the Invitation Letter will be sent to the faculty and College with whom the visiting scholar will be working with.

The applicants will then accept the invitation to come by communicating with the faculty/College/ he/she will be working with. From that point on, the College sponsoring the visitor will be responsible for the following needs of visiting faculty:

1. The creation of an ETF Form to enable the visiting faculty scholar be setup in Banner in the HR Office. The ETF form will indicate that the visiting faculty scholar is to be setup under a "Courtesy Appointment" without compensation or benefits.
2. The completion of a "New Employee IT Request Form" within two weeks of the visiting faculty scholars' arrival to campus to enable the Information Technology Office to prepare for telephone, computer and network access prior to the visiting faculty scholar's arrival.

3. Housing arrangements for the visitor.
4. Arrange for meeting the visiting faculty scholar at the airport and provide transportation to the visiting faculty scholar's Billings based residence.
5. Assist the Visiting Faculty Scholar with acquiring an MSUB ID Card and ensure functionality of computer network access, e-mail, and access to Library resources.
6. Ensure completion of Human Resources appointment, as necessary.
7. Arrange for appropriate introductions of the visiting faculty scholar to the respective Academic Dean, Department Chair and appropriate University faculty and staff.
8. Provide the visiting scholar with a tour of the University campus facilities, services and resources as well as a tour of the Billings community.
9. Schedule and facilitate a formal "Check-in" meeting at the OIS with the Immigration Specialist to ensure that all required passport, VISA, immigration, health insurance and/or other documentation is on record.
10. Maintain communication with the visiting scholar throughout their visitation to ensure the scholar has appropriate assistance and support, and to encourage the visiting faculty scholar's active involvement in campus and community events and activities.