

APPALACHIAN STATE UNIVERSITY
INTERNATIONAL VISITING SCHOLAR PROGRAM
POLICIES AND GUIDELINES

In keeping with the mission of internationalizing Appalachian State University, the Office of International Education and Development (OIED) sponsors visiting scholars from abroad at Appalachian. These scholars add value to the educational experience of our Appalachian students and facilitate the development of meaningful professional and scholarly relationships for Appalachian faculty. Visiting scholars teach full courses or team-teach courses with Appalachian faculty members, conduct seminars, mentor students, and serve as guest speakers at various events at Appalachian. These international scholars also gather information and provide advice to their home institutions about the programs and courses available at Appalachian.

Generally, visiting scholars are at Appalachian for a semester or full academic year. However, creative scheduling is necessary in some cases because institutions abroad are often on a different schedule from Appalachian. For example, a visiting scholar could teach a summer course and part of a fall course.

Department or Program Approval

All applications to host an international visiting scholar must first be discussed at the departmental or program level with consultation and involvement of OIED. At the departmental or program level, consideration must be given to the courses the visiting scholar will teach and the number of those courses. If a visiting scholar will not be assigned specific courses to teach, then a tentative weekly itinerary/schedule must be developed listing kinds of activities the scholar will engage in (e.g., conducting seminars/workshops, serving as guest lecturer in various courses, and others). The departmental personnel committee (DPC) and department chair or program director must approve and sign off on the request to host an international visiting scholar. OIED requires that these discussions also involve the dean of the respective college. The following are important deadlines that must be kept in mind:

- **March 3:** Application to host an international visiting scholar submitted to the DPC
- **March 19:** The DPC approval of the application
- **March 26:** Department chair's approval of the application

In some cases, the process of inviting international visiting scholars may be initiated by the Chancellor, Provost, vice chancellors, or the deans. In all of these cases, department chairs/program directors and respective deans will be consulted.

Visa and Immigration Services

OIED is responsible for issuing Form DS 2019 (J-1 Visitors Visa), which allows the visiting scholar to obtain a visa to enter the United States from the U.S. Embassy in his/her country. The process of obtaining a visa at U.S. embassies abroad is time sensitive and requires careful planning. Appalachian departments/programs and faculty members wishing to host visiting scholars are advised to contact OIED at least four months prior to the planned arrival of the international visiting scholar. The international visiting scholar will need at least six weeks after receiving the DS 2019 Form to apply for their visa.

Housing

OIED provides housing for international visiting scholars. Nine housing units are available for use by international visiting scholars at Appalachian. The housing units are assigned by OIED at least five

months prior to the visiting scholar's arrival on campus. Housing requests submitted less than five months prior to the visiting scholar's arrival to Appalachian will not be accommodated.

For all international visiting scholars needing housing, the host department/program or faculty member must submit a housing request to OIED **by April 1 of each year**. Requests will be evaluated and housing assigned within two working days after the due date. Departments/programs or faculty members submitting housing requests will be notified by OIED in writing by April 15 of the availability or non-availability of housing. The list of housing assignments will be submitted to the Housing and Residential Life Office by April 15 of each year.

Every effort will be made to honor requests received within the specified time period. However, those requesting housing must bear in mind that only nine units are available for OIED to use in accommodating international visiting scholars.

Stipend

OIED provides stipends ranging from \$3,000 to \$12,000 to international visiting scholars. Generally, stipends are based on the number of courses taught by the international visiting scholar. A visiting scholar would receive a stipend of \$6,000 for teaching one course or \$12,000 for teaching two courses. For non-teaching visiting scholars, the level of stipend provided is negotiated based on his/her experience and the kind of services to be provided by the scholar to the Appalachian community. In considering stipends, OIED collaborates with departments, programs, and colleges, especially in cases where the visiting scholar will teach a regularly scheduled course within a department/program.

Five to seven stipends are awarded annually to the international visiting scholar program. Stipend requests must be submitted to OIED **by April 1 of each year** for visiting scholars planning to arrive at Appalachian for the period July 1 – June 30 of the following fiscal year. This allows OIED to allocate funds for the scholar in its budget. Stipend requests submitted after April 1 will not be accommodated. Award notifications are made in writing by April 15 of each year.

Payments to International Visiting Scholars

Prior to the arrival of the international visiting scholar to Appalachian, it is important for the host department/program and/or faculty to contact OIED about the payment to the scholar. Specific and strict Department of Homeland Security, Department of State, Internal Revenue Service (IRS), North Carolina State Auditor, and Appalachian guidelines and policies must be followed before payments/reimbursements to international visiting scholars can be made. The hosting department/program and/or faculty, as well as the international visitor should know that any money paid to the scholar is both taxable and reportable to IRS. In some cases, reimbursement for travel can be excluded from gross income and from withholding if the expenses are properly substantiated in the manner required by Section 274 of the IRS Accountable Plan rules and Office of State Budget and Management requirements.

OIED and the Office of the University Controller advise that hosting departments/programs and/or faculty not inform the international visiting scholar that payment/reimbursement will occur while he/she is at Appalachian or at an Appalachian sponsored conference/event. This is particularly important for scholars who are at Appalachian for visits of short duration. Payment during the scholar's visit to Appalachian is not likely to occur unless one of the two conditions below is met:

- The international visiting scholar has previously been issued a Social Security Number (SSN) by the U.S. Social Security Administration. Application for a SSN is the preferred method of effecting payment to international visiting scholars. The visiting scholar must apply for the SSN on arrival at Appalachian. Past experiences indicate that social security cards are issued within two to three weeks.

- The visiting scholar already has an Individual Taxpayer Identification Number (ITIN) issued by IRS. The process of applying for an ITIN must be handled by the visiting scholar prior to his/her visit to Appalachian. Application for an ITIN takes much longer than the SSN.

Note: Hosting departments/programs and/or faculty are strongly advised to contact OIED as soon as possible when the possibility of inviting an international scholar becomes apparent. This will help all parties involved to avoid the frustrations of trying to process payment/reimbursement after the scholar has arrived on campus without following proper procedures.

Transportation from and to the Airport

Once the visiting scholar arrives to the U.S., OIED works with the hosting department/programs and/or faculty to help the department to arrange transportation from the airport. OIED also facilitates transportation when the scholar is departing from the U.S. The hosting department/programs and/or faculty should contact OIED so that appropriate arrangements can be made to provide transportation to the visiting scholar from and to the airport.

Office Space

All international visiting scholars are provided office space and access to various university facilities available to other faculty members at Appalachian. The hosting department/program or faculty member is responsible for making all the necessary arrangements for office space prior to the arrival of the international scholar on campus.

Presentations

All international visiting scholars are expected to make presentations about their work, their respective countries, and their Appalachian experience at the Faculty Forums. The forums are organized by the Hubbard Center in collaboration with OIED in the fall semester during International Education Week or in the spring semester during the Diversity Celebration Week.

For Further Information

For more information on the International Visiting Scholar Program, please contact:

Dr. Jesse Lutabingwa, Associate Vice Chancellor
Office of International Education and Development
Appalachian State University
238 IG Greer Hall
ASU Box 32083
Boone, NC 28608-2083
Phone: 828-262-2046
Fax: 828-262-4037
E-mail: lutabingwajl@appstate.edu

APPALACHIAN STATE UNIVERSITY

International Visiting Scholar Program Application Form

Please complete this form and submit it to your Departmental Personnel Committee (DPC) by March 1. Remember to attach the curriculum vitae of the international visiting scholar. In order to provide financial support and housing, application for international visiting scholars are accepted only once a year. This requires that members of the Appalachian State University community who wish to invite international scholars must plan well in advance. Applications are due in the Office of International Education and Development on April 1.

APPALACHIAN SPONSOR OF INTERNATIONAL SCHOLAR		
Sponsoring Faculty Name:	Last:	First:
Sponsoring Department:		
Sponsoring College:		
Proposed Dates at Appalachian:	Start Date:	End Date:
SCHOLAR'S BACKGROUND INFORMATION		
Scholar's Name	Last:	First:
Home Address:		
Telephone Numbers:	Home:	Office:
E-mail Address:	Primary:	Secondary:
Date and Place of Birth:	Place:	Date (mm/dd/yyyy):
Country of Citizenship:		
Country of Residence:		
SCHOLAR'S EDUCATIONAL BACKGROUND (start with most recent)		
Degree Awarded:	Institution:	Graduation Date:
1.		
2.		
3.		
4.		
Other Experiences (specify):		
SCHOLAR'S EMPLOYMENT HISTORY (last three years)		
Employer's Name and Country:	Position:	Length of Employment
1.		
2.		
3.		
4.		
5.		
AREAS OF SCHOLAR'S TEACHING OR RESEARCH INTEREST		
Teaching interest:		

Research interest:
Describe reason(s) for inviting scholar:
Outline in detail the academic activities the scholar will perform while at Appalachian:

REQUESTED SUPPORT

Stipend Requested:	No [<input type="checkbox"/>] Yes [<input type="checkbox"/>]	Amount: \$
Funds promised from chair and/or dean		Amount: \$
Housing Requested	No [<input type="checkbox"/>] Yes [<input type="checkbox"/>]	Dates:

APPROVALS

Departmental Personnel Committee	Department Chair/Program Director	College Dean
Signature:	Signature:	Signature:
Name:	Name:	Name:
Date:	Date:	Date:

INTERNATIONAL VISITING SCHOLAR PROGRAM COMMITTEE ACTION

Stipend:	Approved [<input type="checkbox"/>] Denied [<input type="checkbox"/>]	Approved Amount: \$
Housing:	Approved [<input type="checkbox"/>] Denied [<input type="checkbox"/>]	Approved Housing Date: