Guidelines for International Scholars UCF/CED

1. A faculty member, as Faculty Sponsor, must accept the responsibility for recommending, advising, and directing the activities of the scholar. A request should be submitted by the Faculty Sponsor to her/his chair that will provide the following information:
   a. Name of proposed Visiting Scholar
   b. Place of work (academic institution, business firm, etc.)
   c. Current position held in country of residence
   d. Academic background
   e. Professional experience
   f. Statement of the Visiting Scholar activities (these might include, teaching a course, collaborative research, guest lectures, grant development, etc.) and what will be accomplished that will provide a benefit to the UCF/CED community consistent with its mission.
   g. Work schedule and supervisory plan by sponsoring faculty member
   h. Office space, equipment, etc. which will be required for scholar's use
   i. Date of birth
   j. City and country of birth
   k. Country of residence if different from country of birth
   l. Source and amount of financial support (recommended honorarium, if any)
   m. English proficiency
   n. Dates of visit
   o. Desired additional CED resources and support
   p. Complete the DS-2019 form

2. The Department Chair will verify the information provided by the Faculty Sponsor and submit a recommendation to the Associate Dean of Research. The submitted proposal must identify any UCF sources of compensation or support. A copy of the faculty request should be included.

3. If arrangements are approved, the Associate Dean of Research will notify the Vice President for Research that the College is extending an invitation. The Chair's recommendation will be included with the notification. These will be sent to UCF Graduate Studies so that the invitation and application may be placed in the visiting scholar's official university file.

4. UCF Graduate Studies will then forward copies of the information to the International Services Center. A copy of the recommendation will also be sent to the Director of International Services Center asking that Form DS-2019 for the J-1 Visa be issued.