

STEPS FOR HOSTING AN INTERNATIONAL VISITING SCHOLAR

The steps below are typical, but arrangements may vary based on the specific agreements between the Center for Global Study and Engagement (CGSE) and the hosting department.

1. Host department submits a [proposal form](#) to CGSE.
2. Official offer letter is sent to the scholar from CGSE; relevant offices will be copied.
3. Once scholar sends official notice of acceptance, CGSE coordinates with relevant campus offices.

CGSE typically arranges:

- housing (as needed and as available)
- health insurance
- visa paperwork for J visa (if needed)
- airport pickup from Harrisburg to campus

Host department typically arranges:

- office space
- any administrative tasks related to the scholar's duties

[Human Resources](#) (if scholar will be employed by the College):

- assigns Banner ID
- requests Gateway account
- puts scholar on payroll after arrival

4. Scholar applies for visa and books travel to Harrisburg, international airport or train station.
5. Upon arrival, CGSE provides a basic orientation including:
 - J Visa Regulations
 - [How to print I-94](#)
 - [How to Apply for Social Security Number](#) (if employed by the College)
 - [How to Apply for Drivers License or state ID](#) (if applicable; scholars are often ineligible to apply for a drivers license)
 - Health Insurance: card, information on how to use it, and where to go for care
 - How to Use Campus Email
 - Who to contact for various issues during the stay ([Facilities Management](#), [Helpdesk](#), etc.)
 - Maps for [campus](#) and Carlisle
 - [HR](#) and [Financial Operations](#) paperwork
 - Short walking tour of campus and HUB (Tour guide will show the scholar where the ID office is located, but the ID cannot be made until HR paperwork is processed.)

Other services depend on the specific agreement with the hosting department. CGSE will inspect the housing prior to the scholar's arrival. We can take scholars to apply for the Social Security number, to apply for a state ID card, and to open a bank account. Departments should do these things, if the visitor cannot communicate fluently in English.

The host department is responsible for orientation to the department, delineating teaching or other responsibilities, arranging library orientation, if needed, and assistance related to teaching or other departmental duties.

6. During the scholar's stay:

CGSE staff is available for ongoing support related to cultural adjustment, visa regulations, and tax return assistance. As part of this support, we host receptions at the beginning of each semester to welcome new international students and scholars. We sponsor Dickinson Club memberships for international scholars staying for more than two weeks. We also welcome the opportunity to co-host other events (lectures, panel discussions, etc.) to highlight visits from international scholars.

The host department is responsible for remaining in regular contact with the international scholar to ensure the purpose of the visit is upheld, program goals are met, and the visitor feels welcomed on campus.