



Visiting Short-Term Scholar Request

(Visitors coming **TO** UCO **FROM** another
university)

Exchange Visitor's Name _____

Email _____ Phone _____

Mailing address _____

Home University / Organization _____

Your Department / Title / Specialization _____

Name of UCO Department Inviting You _____

United States Emergency Contact Person _____

Phone _____ Email _____

Tentative Arrival Date _____ Tentative Return Date: _____

Will you be receiving any type of stipend or honorarium for your work here? YES NO

Dependents traveling with you (if yes, please provide passports with application) YES NO

Please attach to this request:

1. A description of lecture(s) and/or presentations and other university business that will be conducted in conjunction with this trip (i.e. research, study tour, recruiting, etc.)
2. A letter of invitation from your UCO chair/program director. Letter should include purpose of visit, timeline and UCO's financial commitment.
3. Letter from home university / organization indicating job title, duties, financial commitment and timeline for visitor.
4. Copy of your passport and any prior US visas and those of dependents traveling with you.
5. Copy of birth certificate and city of birth if this is not listed on the passport.
6. Proof of health insurance coverage of a minimum of \$100,000 including evacuation covered at a minimum of \$50,000 and repatriation covered at a minimum of \$25,000 (in English)
7. If not sponsored by UCO, include a bank statement and sponsorship documentation from your sponsor.
8. A copy of the signature and authorization sheet.
9. Proof of English proficiency (can be in the form of a letter from inviting faculty or English proficiency exams.
10. If the scholar is in the country for more than 3 weeks or if there is direct contact with students, approval from Academic Affairs and a People Admin posting must be created.

A Short-term scholar is defined as:

A foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions.

Time allotted:

The minimum program duration for a Short-term scholar is 1 day.

A Short-term scholar may be authorized to participate in the Exchange Visitor Program for up to 6 months. Short term scholars are not subject to the 12 or 24 month bars.

Signature of Traveler _____ **Date** _____