**SCSE - Foreign Visiting Scholars Process**

The below must be completed at least three months prior to planned arrival:

1. Faculty discusses work plan with visiting scholar and receives financial overview from scholar. Faculty has conversation with scholar providing realistic costs for living in the area, including health insurance costs for J-1 scholars.
2. Faculty seeks approval from Department Head to offer visit; space is identified.
3. Faculty member seeks approval from Dean. The following information will be needed:
* Overview of financial support
* Visa type
* Space plan
* Research/work plan during stay
* Offer letter, signed by department head, for the Dean’s signature
	+ Offer letters for J-1 scholars must contain the requirement to carry University health insurance
1. Department proceeds according to Visa process in conjunction with ISSS

Helpful links:

* [Types of Visas](https://humanresources.umn.edu/paying-nonresident-alien-contractorspayees/visa-status-requirements-short-term-international)
* [Health insurance information](https://isss.umn.edu/J/insurance.html)
* [Steps to inviting a J-1 Scholar](https://isss.umn.edu/Departments/JObtVisa.html)
* [Guide to writing the invitation/offer letter for J-1 Scholars](https://isss.umn.edu/Departments/jstudentintern-guidelines.html)

Helpful resources for financial conversations:

* [Health insurance cost information](https://shb.umn.edu/students-and-scholars/shbp-dates-cost)

Budget spreadsheet: [Visiting Scholar Budget](https://scse.d.umn.edu/sites/scse.d.umn.edu/files/visiting_scholar_budget.xlsx)

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