



INVITING A VISITING PROFESSOR (J-1 VISA)

Inviting an international faculty member to teach at IUP as a Visiting Professor is not difficult but requires coordination and communication between several offices:

- College Dean
- Department Chair
- J-1 Advisor in the Office of International Education
- Human Resources

After discussion with the above offices, the following documents must be submitted to the J-1 Advisor in the OIE in a timely manner for the proper invitation packet to be created and sent via airmail (7-21 days depending on country).

- Original invitation letter from College Dean
- Original invitation letter from Department Chair
- Appointment Authorization and/or contract from Human Resources
- [Completed DS-2019 Request Form](#) (Visiting Professor must complete)
- Dependent information, if applicable
- Proof of additional financial support, if application.

With regard to immigration, Visiting Professors are sponsored by IUP with a DS-2019 which enables the Visiting Professor to apply for a J-1 visa at the closest American Embassy and/or Consulate in his/her home country. This process can take weeks and, unfortunately, IUP cannot guarantee that Visiting Professors will obtain the J-1 visa.

Prior to the visa application, the Visiting Professor will have to pay the \$100 SEVIS fee (Student and Exchange Visitor Information System). The [I-901 SEVIS payment](#) must be completed a minimum of 72 hours before the visa appointment. IUP does not pay for either the SEVIS fee or visa application fee.

Please note that all J-1 visa holders and J-2 dependents must have appropriate health insurance as required by the Department of State. A brochure and OIE invitation letter outlining the minimum requirements will be sent to the Visiting Professor.

NAME OF REQUESTOR _____

IUP DEPARTMENT OR OFFICE _____

EMAIL _____ TELEPHONE # _____

SIGNATURE _____ DATE _____

NAME OF PROSPECTIVE RESEARCH SCHOLAR _____

SUBJECT/FIELD OF STUDY _____