INTERNATIONAL STUDENT AND SCHOLAR SERVICES
CENTRAL

International Visiting Scholar Policy

International visiting scholars are individuals from institutions or organizations outside the United States who come to Central for temporary research, teaching, scholarly collaboration, or other academic activities. This includes J-1 scholars sponsored by Central and those sponsored by external organizations, such as the Fulbright Program.

All visiting scholars must receive formal institutional approval before their visit, regardless of departmental invitations or external sponsorship. All requests are processed through Terra Dotta, Central's immigration management platform, by authorized personnel. The Office of International Student and Scholar Services (ISSS) coordinates the approval process, prepares official institutional invitation letters, provides immigration-related guidance and oversight, and issues Form DS-2019 for Central-sponsored J-1 scholars.

All international visiting scholar appointments are subject to the following requirements:

1. **Initial Consultation and Deadlines:** Faculty or departments interested in hosting an international visiting scholar must contact ISSS for guidance by:

    - **February 1** for proposed Fall semester visits.
    - **July 1** for proposed Spring semester visits.

2. **Dean's Office Coordination:** Each Dean's Office must designate a primary contact for visiting scholar requests. This representative will receive training from ISSS and coordinate requests with host departments.

3. **Request Preparation and Submission:** Host faculty must obtain the list of required documents and information from their academic Dean's Office and work with the prospective scholar to gather all materials. These must be provided promptly to the designated Dean's Office representative, who prepares and submits the request through Terra Dotta. **Incomplete requests cannot be processed for institutional approval.**

4. **Institutional Review and Approval**: All visiting scholar requests must undergo the following sequential institutional approval process:



Following final approval, ISSS issues Form DS-2019 for eligible Central-sponsored J-1 scholars, who can retrieve the document through Terra Dotta. Scholars sponsored by external organizations receive their immigration documentation from their respective sponsors. Host faculty and academic departments must comply with the requirements outlined in the document ***Departmental Responsibilities for Hosting International Visiting Scholars*** throughout the approved visit.