

## ***What is J-1 Visiting Professor/Research Scholar?***

An individual conducting teaching and research at overseas post-secondary accredited educational institutions, museums, libraries, or similar types of institutions, who are invited to WCU for an academic program with a specific objective and length of stay not to exceed five years.

- The purpose of the J-1 exchange visitor visa for professors and research scholars is to facilitate international collaborative teaching and/or research efforts.
- All J-1 exchange visitors at WCU are required to have at least a master's degree in a related field and have demonstrated relevant experience in their field of expertise.

## ***Why do I host a J-1 Visiting Professor/Research Scholar?***

- Build collaborative relationships in terms of teaching and research with overseas colleagues in your field.
- Enhance your curriculum internationalization.
- Provide international perspectives to your teaching and research.
- Attract international talents to WCU.
- Improve WCU's global recognition.

## ***Am I required to provide salary or stipend to visiting professor/research scholar?***

- No, you are not required, unless the visiting professor/research scholar is hired by your department to teach and/or conduct research.
- Visiting professors/research scholars are generally financially sponsored by home country government or institutions to conduct research in the U.S.

## ***What does a visiting professor/research scholar do at WCU?***

- Observe your classes and research and exchange ideas.
- Conduct own research.
- Teach classes, if permitted by your program.

## ***What is my responsibility when the J-1 Visiting Professor/Research Scholar is at WCU?***

- Provide an office or work station
- Work with Human Resources to provide WCU email access and CatCard.
- Encourage your visitor to participate in the academic and social activities of your unit as well as in cross-cultural activities on the campus and within the community.
- Supervise your visitor's academic activities and work schedule.

### ***How do I recruit one?***

- Post a welcome message on program website with program contact information
  - Request 3 documents
    - Complete “***Personal Interest Form***” (see separated document).
    - One or two page proposal outlining study or research goals at WCU.
    - Copy of Resume or Curriculum Vita.
- IPS will add your visiting scholar link to website to publicize.

### ***How can I ensure it is a good match?***

- Review the 3 documents.
- Conduct a Skype Interview or in-person interview if applicable (please record the interview as evidence of the visiting scholar's English proficiency).
- If you show concern, contact Ling LeBeau at [lglebeau@wcu.edu](mailto:lglebeau@wcu.edu) or 828-227-3433 for a discussion.

### ***If I decide to host the visiting professor/research scholar, then what is next?***

- Ask your visiting scholar to complete the form “***Request for J-1 Visa Document***”, part 1 to 3, and send back to you.
- You and your College/School Dean sign the application form and send to IPS along with the following documents
  - Copy of letter of invitation to your visitor outlining program objectives and period of duration, printed on departmental letterhead. Please see “***WCU Sample J-1 Invitation Letter***” (Appendix C).
  - Copy of visitor's CV.
- IPS will then contact your visitor for other documents, i.e., documentation of funding, copy of visa documents if the visitor is in the US.
- IPS will finalize the J-1 visa package and assist your visitor from applying to the visa to settling down at WCU.

## ***What do I do when the visitor arrives at WCU?***

- Ask the visitor to report to IPS as soon as possible with copy of visa documents
- Take the visitor to Human Resources to complete necessary forms.

## ***Overview of J-1 professor/research scholar application process***

