

**Policy on Hosting
Domestic and International Visiting Scholars
and International Student Interns**

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The School of Communication and Information welcomes Visiting Scholars whose research interests relate to the strengths of the school, who might benefit from interaction with our faculty and students and from access to resources of the school and university, and who would like to contribute to the intellectual life of Rutgers University and SC&I. Visiting Scholars are typically individuals who hold academic appointments at other institutions but wish to be in residence at Rutgers for a period of a few weeks to a year, often during a sabbatical or other leave. A Visiting Scholar appointment does not include a salary from Rutgers and therefore a researcher or public scholar who seeks full- or part-time compensated employment at Rutgers should not seek to come as a Visiting Scholar.

This policy documents the principles and processes through which SC&I will host Visiting Scholars.

Responsibilities and Privileges of Visiting Scholars

A scholar who is interested in a visiting appointment, which is an appointment without compensation from Rutgers, should contact a full-time SC&I faculty member with related research interests who might be willing to serve as their host. When making an initial inquiry of a faculty member to serve as host, potential Visiting Scholars should send:

- a complete curriculum vitae,
- a clear proposal of the research project or other activities they intend to undertake during the visit,
- information about the dates of the planned visit,
- if the scholar is an international visitor, relevant information about visa processing needs.

A faculty member willing to serve as host for a Visiting Scholar must solicit and receive approval for the visit from the dean's office and coordinate local arrangements. For

international visitors, approval will only be given under the conditions listed below under “International visiting scholars.”

SC&I coordinates with the university to provide all Visiting Scholars with:

- a Rutgers ID card,
- a Rutgers net-ID, which allows access to some online tools from the university,
- a Rutgers email account, if desired,
- access to libraries and library resources – although remote access to electronic resources will not be possible from off-campus,
- access to recreational facilities,
- modest photocopying,
- modest technology support.

Visitors should note that a Rutgers Net ID will NOT PROVIDE REMOTE ACCESS to electronic resources from the university’s libraries. The Net ID will allow access to those resources from a campus computer.

Visiting Scholars are expected to participate in the intellectual life of the school. Such participation might include guest lectures in appropriate classes, attendance at lectures and colloquia, participation as a panelist in presentations, working informally or formally with students, and working informally or formally with faculty.

In addition, the Visiting Scholar should work with the host faculty member to plan one presentation during the visit to SC&I about the individual's research project and/or other past research conducted.

Finally, at the end of the visit, the Visiting Scholar should submit a brief report to the host faculty member and the dean's office about the accomplishments and activities of the visit.

Visiting Scholars who expect to develop intellectual property using Rutgers resources should consult in advance of their visit with their home university and Rutgers University to understand how any patents or commercial activity that results from their work while at Rutgers would be handled. For example, Rutgers Patent Policy (Policy 50.3.1) specifically applies to unpaid visiting scholars.

International visiting scholars

International scholars coming to Rutgers will need to be sponsored for a visa. **It is important to understand that this process can take up to three months and is not guaranteed.**

International scholars who are appointed as Visiting Scholars must comply with all university and federal regulations related to their visa. An outline of these regulations with which visitors must become familiar can be found on the website of Rutgers Global at <https://global.rutgers.edu/resources-forms/government-regulations>.

The visiting scholar will have several significant financial obligations. He/she:

- will be responsible for all visa processing fees (which may be several hundred dollars for an individual coming alone for a limited time, or much more than that for someone coming for longer and with a family),
- must prove that they meet minimum funding requirements to support themselves anyone they bring with them, and
- must either purchase Rutgers' health insurance or prove that they have insurance that meets the university's minimum requirements. Note that this can be extremely costly for an extended stay and must be paid in advance; it costs a couple of thousand dollars per year for the scholar, and for a scholar with a family it can cost many times more.

More details about meeting the university's health insurance requirements is at <https://global.rutgers.edu/international-scholars-students/health-insurance/requirements-instructions>.

Details about the actual costs for health insurance are at

<https://global.rutgers.edu/sites/default/files/Insurance%20Information%20for%20DS-2019%20Request%20Form%202016-2017.pdf>

and

<https://global.rutgers.edu/sites/default/files/Documents/International%20Students%20and%20Scholars/Rutgers%20Departments/Insurance%20Information%20for%20DS-2019%20Request%20Form%202017-2018.pdf>

International visiting scholars should note that the U.S. Department of State has several categories of J-1 visas for visitors; categories under which Rutgers can sponsor visas are outlined at <https://global.rutgers.edu/resources-forms/government-regulations>.

The U.S. Department of State also requires that visitors coming on J-1 visas must demonstrate English language proficiency before the university may issue an offer letter for the visit. This proficiency may be demonstrated through a variety of means, including a required video call between the host faculty member and the prospective visitor.

Once approved for a visit, if the visitor is an international scholar who requires documentation for a visa, the school will provide this documentation. Most visiting scholars will require a J-1, Exchange Visitor, visa.

There are other specific requirements and restrictions associated with J-1 status, depending on whether the individual has already been in the country on a J-1 visa. For details, visit: https://global.rutgers.edu/sites/default/files/Documents/International%20Students%20and%20Scholars/J-1_Sponsoring_Unit_Responsibilities.pdf.

Scholars who expect to be in the U.S. very temporarily such as for a conference can consider pursuing a B-1 visa, which the scholar can obtain without school sponsorship. However, a scholar who expects to visit Rutgers to conduct research will generally need a J-1 visa.

J-1 Student Intern Program

The J-1 Student Intern Program allows faculty to share their research activities and resources with outstanding students in their field from around the world. Eligibility requirements for the student include:

- The student must be enrolled full-time in an academic institution outside the U.S. in a bachelors, masters, or doctoral program.
- The student must participate in either a project-based or researched-based internship with the sponsoring faculty member working for at least 32 hours per week.
- The internship must be in the student's field and fulfill an academic requirement from the student's home institution.
- As part of the internship, the student can perform some clerical work, but clerical work can constitute no more than 20% of the total workload.
- The internship may not involve child or elderly care, or provision of therapy or medication.
- Student interns can be paid or unpaid.
- The internship must not displace U.S. workers.
- Student interns must have English language proficiency at the standard that is required for all J-1 visa holders. See the information below about these standards and the English Proficiency Verification Form for J-1 Scholars that the host faculty member must complete.
- The sponsoring professor must create a Training Placement Plan for the student intern before the student's arrival.
- The sponsoring professor must submit an evaluation form at the end of the intern's visit.
- The maximum duration for a visit through the Student Intern Program is 12 months, and the student must return home to complete the degree program.
- The student intern must follow the J-1 application procedure as outlined in this document and on the Rutgers Global website.

Responsibilities and Privileges of the Host Faculty Member

A SC&I faculty member who wants to serve as a host to a Visiting Scholar has an opportunity for collaboration and intellectual engagement, but also bears significant responsibility. Although Visiting Scholars do not earn a salary (with the exception of some student interns on J-1 visas), there are real costs to the school in hosting these individuals, and therefore these visits must be planned to assure they are productive for the visitor, the host, and the school.

A SC&I faculty member who is contacted by an international student as a potential J-1 Student Intern should be sure the visitor and the planned work meet all of the requirements listed above on page 4. A SC&I faculty member who is contacted by an unknown external scholar about a visiting appointment should be sure the individual has submitted

- a complete curriculum vitae,
- a clear proposal of the research project or other activities they intend to undertake during the visit,
- information about the dates of the planned visit,
- if the scholar is an international visitor, relevant information about visa processing needs,
- an indication that there is sufficient funding since Rutgers will not be compensating the individual,
- an indication that the scholar understands their financial obligations related to visa processing fees and health insurance fees, which can be significant.

The faculty member should carefully review all of this information, and make further inquiries to check the individual through online and personal networks to make sure that the individual is a good fit for the faculty member and the school. The proposal for the visit should make sense within the SC&I context based on discussion with and approval of the chair and associate dean.

Faculty considering hosting a Visiting Scholar should be aware that these are the responsibilities of being a host:

- collecting the CV, research proposal, dates of visit, visa information, and local arrangement needs from the prospective visitor,
- discussing the potential visit with your department chair,
- soliciting and receiving approval for the Visiting Scholar's visit by sending all of the information to the Associate Dean for Research,
- for international visitors, assessing the English language proficiency of the individual and completing the English Proficiency Verification Form for J-1 Scholars,
- helping the visitor make travel arrangements,
- helping the visitor make local residential arrangements,

- coordinating work space arrangements with the dean's office; in most cases visiting scholars share the office of the host faculty member since SC&I does not generally have an office available,
- welcoming the visitor when they arrive at SC&I,
- coordinating the visitor's appearances in school and university classes as a guest lecturer, and participation in colloquia as appropriate, including introducing the scholar at a school-wide meeting,
- making sure the visitor is aware of opportunities within the school and university for productive investigation,
- arranging at least one presentation by the Visiting Scholar to SC&I faculty and students about his/her research,
- having regular contact with the visitor to assure that they are complying with federal and university regulations,
- assuring that the Visiting Scholar submits a final report to the dean's office,
- for student interns, all of the above applies as well as: (1) collecting the Student Intern Verification Form, (2) completing a Training Placement plan before the visit, and (3) completing an evaluation at the end of the visit.

Hosting international visitors

There are federal, state, and university regulations that apply to visiting scholars who are not U.S. citizens and therefore the faculty member has additional responsibilities when hosting an international scholar. **Please note that because of the additional processing it can take three or more months to plan a visit for an international visitor.**

International scholars coming to Rutgers will need to be sponsored for a visa. It is important to understand that this process can take up to three months and is not guaranteed. It is therefore critical for faculty who are considering hosting an international visitor to contact the dean's office well in advance of the anticipated arrival date.

The U.S. Department of State requires that visitors coming on J-1 visas must demonstrate English proficiency; the Department believes that an exchange visitor's success in their work depends on sufficient English language capability and that good English communication skills are essential to ensure the health, safety, and welfare of visitors, allowing them to navigate daily life in the United States, to read and comprehend program materials, to understand their responsibilities, rights, and protections, and to know how to obtain assistance, if necessary.

To address this requirement, the SC&I host faculty member, along with an associate dean or staff member, will conduct a video conference call or in-person discussion with the prospective visitor to assess English language proficiency before an offer can be made. For prospective visitors on J-1 visas whose first language is English or who have successfully

completed coursework at universities where the language of instruction is English, other alternatives may be accepted. The host faculty member must complete the English Proficiency Verification Form for J-1 Scholars.

Once approved for a visit, if the visitor is an international scholar who requires documentation for a visa, the school will provide this documentation. Most visiting scholars will require a J-1, Exchange Visitor, visa. The faculty member will work with the dean's office on all of the documentation for the visa, must alert the dean's office if arrival and departure travel dates change, and will help assure the individual completes a check-in/orientation.

During the time the visitor is at Rutgers, the faculty member should have regular contact with the visitor to assure that they are complying with federal and university regulations; specifically, the faculty member must assure compliance with the items listed on the Rutgers Global's website at https://global.rutgers.edu/sites/default/files/Documents/International%20Students%20and%20Scholars/J-1_Sponsoring_Unit_Responsibilities.pdf.

Responsibilities and Privileges of the Dean's Office

The SC&I Dean's Office is responsible to:

- respond in a timely way to all inquiries from faculty seeking to host visiting scholars,
- receive from host faculty members, and maintain for official purposes, documentation about the faculty member's evaluation of the prospective visitor's English language proficiency in accordance with policies from the U.S. Department of State,
- upon approving a visiting appointment, issue an offer letter,
- if required, issue documentation for a J-1 or other appropriate visa and work with Rutgers Global,
- coordinate with the host faculty member to establish a workplace arrangement for the visitor,
- complete an RU Connection form, which will enable the visitor to receive a Rutgers ID card,
- create the visiting appointment within the HR database which will allow creation of a net ID,
- work with the visitor to ensure he/she can create a Rutgers email, if desired,
- provide the visitor with information about using facilities within SC&I such as photocopiers and labs, and facilities across campus to which they are entitled,
- work to include the visitor in school-wide activities during the visit, as appropriate.

The Dean's Office is happy to serve as a resource to Visiting Scholars and host faculty members throughout the visit.

The Dean's Office expects to receive a final report on the research and activities conducted by the Visiting Scholar **before** he/she departs from Rutgers.

Summary of the milestones for SC&I personnel hosting visitors, in approximate order

*For international visitors the visa process can take
three months after approval of the visit.*

In the list below, visa-related processes are marked with an asterisk ().*

Pre-Arrival

- Sponsoring faculty - Provide visitor's CV and research proposal; confirm exact dates for visit
- Sponsoring faculty - Secure approval from Chair and Associate Dean for Research
- ADR - Issue an invitation letter to the scholar
- *Sponsoring faculty - complete English Proficiency Verification form/Skype interview
- *Staff - Access the DS-2019 program, begin for J-1 Visa process
- *Staff - Obtain documents, insurance coverage, invoice fees, arrange wire transfer
- *Chair, ADR - approve application
- *Staff - Submit application for processing
- *Staff - Send certificate to Visiting Scholar

During Stay

- *Sponsoring faculty - confirm the visiting scholar checks in with Rutgers Global and attends required orientation
- Staff - Assist visiting scholar to secure an RU Connection (ID) card and Net ID
- Sponsoring faculty - ensure program objectives are being followed
- Sponsoring faculty - establish a workplace arrangement for the visitor
- Sponsoring faculty - work with the visitor on their research program
- *Sponsoring faculty - have regular contact with the visitor to assure that they are complying with federal and university regulations

Before Departure

- Sponsoring faculty - obtain a final report from the visitor and share it with the Chair and ADR
- Sponsoring faculty - confirm visitor's departure
- *Staff - contact Rutgers Global to close the visitor's SEVIS file