

WSU Exchange Visitor (EV) Program Checklist for HOSTING WSU Visiting International Faculty & Scholars

The following checklist is a guideline for making necessary arrangements for your “**EV**” visiting faculty and/or scholars. The items listed below identify some of the special needs international visitors may have as they travel and adjust to the Wright State University. (Please note that not all items apply to every visitor.)

Advance Preparations

- Obtain official appointment from university (if to be WSU employee)
- Issue invitation (or offer) letter (from faculty member, dean, department head, etc.) as appropriate
- After receiving official university appointment, then complete the “Initial Request for a DS-2019” and submit form to UCIE, Rm. E190 Student Union
- Locate and reserve office or laboratory space
- Arrange for use of computer (if necessary)
- Arrange for secretarial and other essential support
- Mail (or identify web resources) to scholar regarding information about DS-2019; information about WSU (graduate and undergraduate catalogs) and Dayton (maps, brochures, lists of current events, etc., from local Chamber of Commerce)
- Facilitate housing arrangements (WSU does not have anyone who locates housing for scholars -- see below)
- Contact the WSU Retiree’s Association with visitor arrival dates: robertwagley@att.net
- Send information about education for family members of school-age (for long-term stays).
- Send information about English language instruction for dependents. (see next page)

Facilitate housing arrangements

On Campus

- UCIE guest apartment (check with Michelle Streeter, 775-5745)
- Private room in WSU summer “Conference Housing” (Dan Bertso, WSU Residence Services Office Ph: X4172)
- Other: _____

Off Campus

- Studio Plus (contact 429-0140) _____ [Extended Stay lodging or area landlords who accept abbreviated leases less than one year (if applicable)]
- Send visitor info on classified ads of Dayton Daily News
- Send “for sale” and “for rent” brochures (available from Chamber of Commerce, most supermarkets, and the Commuter Student Office of WSU in the Student Union)

Arrival and Orientation

- Arrange for transportation from Dayton International Airport to WSU
- Inform UCIE (775-5745) of visitor’s arrival and schedule “check-in” appointment with UCIE staff member.** (All international visiting scholars must check in at UCIE within 72 hours of the start date of their program and have immigration documents [including passport, I-94 and DS-2019] when appearing for check in appointment at UCIE Office.)

- **If scholar will arrive more than 15 days after the start date on his/her DS-2019 form, call UCIE immediately so that we can make the necessary adjustments to their form in advance of their application for the J-1 visa at the US Consulate!**
- Assist visitor with opening of bank account
- Assist with Social Security card application ASAP after arrival on campus **through UCIE office “check in” procedures prior to initiating employee pay** (WSU employees only), if necessary (Fed. Bldg, 200 W. 2nd Str.). Maps and applications are available at UCIE.
- Complete payroll procedures within department or college business officer, if applicable
- If receiving funding through WSU, arrange for WSU-ID card via UCIE Office assistance from WSU Card Center, Student Union Rm. E146, phone: ext. 5542. **Non-employee Exchange Scholars must use a departmental request form to apply for a computer account at CaTS before they will be given a “U” number and this is a PRE-requisite step to being able to successfully obtain a WSU ID card (with the “U” number assigned via CaTS acct.)**
- Arrange a tour of campus and community (include health and recreation facilities, libraries)
- Introduce visitor to members of hosting department, school, or research division
- Arrange a reception or party in visitor’s honor in Dept. or College if possible...
- Provide information about WSU cultural events (concert and chamber series, theatre productions, museum exhibits, athletic events, etc.)
- **Arrange for an e-mail account through CaTS the same day (or before) the Exchange Visitor “checks in” at UCIE. With non-employee Visitors, this is the only way to obtain their “U” number and is essential for the WSU ID card process.**

Visitors with Dependents

- For adult English classes contact Fairborn High Adult education Ph: 878-1695
- Contact Fairborn Schools – Ph: 754-9760, for screening and placement of school-age children in Fairborn Public Schools; or Beavercreek Schools at Ph: 429-7533

*If you have questions on these or related matters,
please contact the WSU-UCIE Office at 775-5745.*