**Department Checklist**

You have invited an international scholar to work with your department for a research project, collaboration for publication, etc. This is a wonderful opportunity for the scholar and the department. Your department and The Office of Global Engagement (OGE) will work together to ensure the scholar has the resources for a successful research program. Please review the below points that will provide resources for support.

OGE is responsible for the immigration advisement, validation of their SEVIS record, providing a bank and DMV letter (if needed), guidance on entering the U.S., and a required immigration orientation. OGE is also responsible for ensuring the scholar is making adequate progress with their program of research.

The department is responsible for ensuring that the scholar works on their program of research, maintains their research program, gain access to resources, and provides support, as well as other logistical and supportive initiatives.

**Mailing the Info. Packet –** OGE will email the department contact with the immigration documentation and scholar packet is complete. The department will mail the packet to the scholar. It is recommended FedEx be used to ensure tracking. It is advised the department keep a copy of the DS-2019 so that they will know the details, including the start date, goals, and objectives of the research program.

**Banner ID** **and username**– before the scholar arrives on campus, the OGE staff will create the Banner ID number and Username. The Banner ID and Username will then be provided to the department. In collaboration with DoIt, OGE will ensure that the scholar has access to the campus network when they arrive.

**Housing** – housing should be considered early since it can be an issue when the scholar’s dates don’t coincide with the academic calendar. There are several local housing options available. The department may need to assist the scholar. It is highly recommended scholars do not live further than 40 miles from UNCP to ensure the program can be successfully conducted. Pembroke Pointe, The Commons, and The View at Pembroke are local housing options.

**Itinerary & Arrival to U.S**. – it is not advised tickets be purchased prior to the scholar obtaining their visa, but, once scholars are ready to purchase their tickets, they should be for a round trip. The scholar must share the travel itinerary with the department and OGE. A scholar can arrive 30 days prior to their start date and stay 30 days following their program end date, however, they cannot begin their program of research until the start date of their DS-2019. If there are any changes or delays, OGE will need to be notified and their start date should be adjusted, especially if they will not enter the U.S. before their program start date.

**Getting to Pembroke - t**he department should make arrangements to have the scholar brought to Pembroke. OGE offers student airport pick-ups at the beginning of each semester, and the scholar is welcome to use them if they are arriving on one of the scheduled dates. Otherwise, scholars should collaborate with the department to make their own arrangements.

**Department Check-In –** a department representative should meet with scholars soon after their arrival to help them get settled, show them where they will be working, introduce them to others in the department, etc. The scholar should be provided with information regarding their program of research.

**Administrative Fee –** each scholar is required to pay a $250 fee, which will be paid to OGE.

**OGE Check-In & Orientation –** the scholar should schedule a meeting with OGE for the mandatory check-in within 5 days of arriving. At this time, scholars should bring their passport, DS-2019, visa, I-94 printout (if they have access to it), payment for insurance, and the $250 fee. An hour and a half is needed for orientation.

**Cultural/Education –** SEVP requires that scholars participate in cultural and educational activities to ensure they have a holistic experience in the U.S. Consequently, departments are encouraged to invite scholars to lectures, conferences, campus events, etc.

**Insurance –** scholars are required to have insurance for the duration of their research program. OGE will assist in obtaining insurance based on the dates the scholar enters and leaves the U.S.

**DMV and/or Bank Letter –** if the scholar will obtain a NC Driver’s License or an NC State ID or open a bank account they can request a support letter from OGE.

**Brave Card –** the department will need to assist the scholar with obtaining a UNCP Braves Card. The department can assist with this process by scheduling an appointment with the Braves card office and providing them with the scholar’s Banner ID number. The scholar will need to be present at the appointment for the photo ID.

**Library Access/Tour –** scholars will need access to the UNCP library to assist with their research program. The department should schedule an appointment with the library staff for a tour and database introduction. Please make sure the appointment is made after the scholar obtains the Braves Card as it is needed for library account registration.

**UNCP Email Address** - scholars will need access to obtain a UNCP email address. This will be the email address OGE will use to officially communicate with the scholar, especially with regard to immigration advisement. See Banner ID and username section for additional information.

**Campus Tour –** The department should provide a detailed campus tour introducing scholars to the locations of campus buildings and showing them where to go for specific services.

**Progress Reports –** the scholar’s mentor will submit monthly or bi-monthly progress reports for the duration of the program. Progress reports allow scholars and mentors ensure research is on track, complications are addressed, etc, and allows for documentation of research achievements and changes.

**Mid-Term Evaluation –** SEVP wants to ensure that scholars are making adequate progress on their research program. This is done via a mid-term evaluation. Make sure to schedule this evaluation in the middle of their program and provide the original evaluation to OGE for the scholar’s file.

**Final Presentation –** to ensure the scholar was able to complete their research program or to at least make adequate progress, a Final Presentation is required. This Final Presentation should be a presentation of the research conducted with the department, mentor, etc. There is a Final Presentation Form that will need to be completed and submitted to OGE. Make sure to schedule this prior to the departure of the scholar from the U.S. and provide the original form to OGE for the scholar’s file.

**Departure Form/Exit Survey** – to ensure the scholar’s SEVIS record is closed appropriately, the scholar will need to complete and submit the Departure Form to OGE. OGE will use this form to ensure that there are no issues upon departure. This form should be submitted along with an Exit Survey. The survey will assist OGE with ensuring that the program is working in the best interests of the scholar and the department, and to determine whether improvements are needed.