

**Petition to Host a Visiting Scholar** A visiting scholar is defined as an unpaid visitor to campus for such purposes as providing lectures, seminars or workshops or conducting research in laboratories or studios without enrolling in academic programs or classes. Note that this form does not apply to J-1 Exchange Visitors who will be employed by the University of Arkansas.

This form must be completed before a visa for a foreign visiting scholar is requested through the Office of International Students and Scholars and submission to [JSSLINK](#)

**HOST Faculty Information**

Name of Host Faculty: \_\_\_\_\_ Office Address: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone No. \_\_\_\_\_

Department/Unit: \_\_\_\_\_ College: \_\_\_\_\_

**VISITING SCHOLAR Information**

Visiting Scholar Name: \_\_\_\_\_ Professional Title: \_\_\_\_\_

Affiliation of Visiting Scholar: \_\_\_\_\_

Country of Origin: \_\_\_\_\_ Country of passport: \_\_\_\_\_

Country of citizenship (if different than passport): \_\_\_\_\_

Will the Visiting Scholar require a Visa?  Yes  No

Indicate the type of visiting scholar (see definitions):

- Visiting Professor     Visiting Research Scholar     Short-Term Scholar     Specialist  
 Student Intern     University student on Optional Practical Training or Academic Training  
 Visiting Graduate Student     Visiting Undergraduate Student

Confirm Attachment of Visiting Scholar's CV/Resume  Yes  No

Is a background check required if the visitor has significant extended direct contact with students?

Yes  No

Will the visitor receive any form of compensation?  Yes  No

If Yes, in what form (honorarium, stipend, fellowship, salary)? Explain

**LENGTH OF VISIT**

Date of Arrival to the UA: \_\_\_\_\_ Date of Departure from the UA: \_\_\_\_\_

Number of days at the UA: \_\_\_\_\_

**WORK LOCATION of Visiting Scholar**

Building, office, lab/studio: \_\_\_\_\_

Name of supervisor if other than the host: \_\_\_\_\_

Contact information (email and phone number) \_\_\_\_\_

**EXPLANATION AND JUSTIFICATION FOR THE VISITING SCHOLAR**

In an attachment, please describe purpose, nature of the visit, and scope of work. If the visitor is on a sponsored grant or contract to the UA, please indicate grant number. If the visitor is being sponsored by a foreign government agency/program, university, company, or organization, please provide specific details regarding the sponsor and program. **A faculty member who chooses to host a visiting scholar agrees to be responsible for maintaining awareness of the professional activities of the visiting scholar in relation to the purpose and scope of the visit.**

**REVIEW AND APPROVAL**

Submitted by Host:

Name	Signature	Date
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Reviewed by Department Chair/Head:

Recommend:  Approve  Deny  Additional information required (explain)

Name	Signature	Date
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Explanation:

Reviewed by College/School Dean's Office:

Recommend:  Approve  Deny  Additional information required (explain)

Name	Signature	Date
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Explanation:

For International Visitors, Export Control Officer:

Recommend:  Approve  Deny  Additional information required (explain)

Name	Signature	Date
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Explanation:

Was a criminal background check completed through HR (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No
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For international visitors requiring a J-visa, when completed upload the form as an attachment to the J Scholar Request form in [isslink.uark.edu](https://isslink.uark.edu) for preparation of visas and other documents as appropriate. Return a copy of this form for the file in the departmental office of the host faculty with a copy to college/school dean's office.