**Department Checklist**

Your department has invited an international scholar to campus to work with your department, for a research project, collaboration, etc. This is a wonderful opportunity for the scholar and the department. As your department and International Programs (IP) will work together to ensure the scholar has the resources for a successful research program, IP would like to share several processes that will assist you with getting the scholar within the department, UNCP, and the area.

IP 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. IP is also responsible for ensuring the scholar is making adequate progress with their program of research.

Your department is responsible for ensuring that the scholar works on their program of research at least 30 hours a week, for a weekly meeting with their faculty mentor to discuss progress, and for conducting a mid-term evaluation and a final presentation. Your department is also responsible for assisting the scholar in obtaining a Brave Card, UNCP email address, access to the library, office space and needed resources to conduct research, and for providing them with a campus tour.

**Banner ID** **and username**– when the department submits a complete application to IP, the IP staff will create the Banner ID number and Username. The Banner ID and Username will be provided to the department after the DS-2019 is generated. The department will receive an email when the DS-2019 is ready to be mailed to the scholar and two weeks later the department will receive a second email with the Banner ID and the Username. Then the department will be able to work on getting the scholar access to the computer network, etc. The department will need to work with DoIt to activate the Banner ID so the scholar will have access to wireless internet, UNCP Bravemail, etc. **The Department needs to schedule an appointment with Ms. Wanda Hunt (wanda.hunt@uncp.edu) and provide her with the scholar’s Banner ID number and Username.**

**Housing** – when the DS-2019 is generated, an email will be sent to the department with the contact for local apartments. The department can provide the contact information to the scholar. The scholar will need to contact local apartments to make housing arrangements. If a scholar arrives in the Month of January or August (the start of spring or fall semester), the IP office can help facilitate communications between the scholar and Pembroke Point apartments at the request of the scholar. Housing is an issue if the start date does not coincide with the academic calendar.

**Mailing the DS-2019/Documentation** – when IP has generated the DS-2019 and the other documentation for the scholar, the department will be notified via email. The department can collect the packet from IP or have IP inner-campus mail it to the department. 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.

**Itinerary & Arrival to U.S**. – the scholar is not advised to purchase a flight to the U.S. until they have received their visa. They are also advised to purchase a return flight, if they so choose. Once the scholar has their flight arrangements, they should share this information with IP. IP will take note of the arrival and departure and will use these dates to obtain insurance on behalf of the scholar. Keep in mind that a scholar can arrive 30 days prior to their start date and 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, then IP will need to be notified and their start date will need to be adjusted, especially if they will not enter the U.S. before their program start date. The department will need to make arrangements to have the scholar brought to Pembroke. IP does offer 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.

**Department Check-In –** once the scholar arrives in Pembroke the department should have them schedule a time to see where they will be working, meet those in the department, etc. The scholar should be provided with information regarding what the department will be assisting them with, as well as other information they will need to begin their program of research.

**IP Check-In & Orientation –** The department should then contact IP to schedule the mandatory check-in and orientation. This should be done within 5 business days of the scholar getting to campus. The department should instruct the scholar to bring their passport, DS-2019, visa, I-94 printout, payment for insurance and the cost recovery fee. An hour and a half is needed for orientation. The cost recovery fee is $250 a semester and insurance is based on the date they enter the U.S. and the date they will depart the U.S.

**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. The scholar will have a suggested cultural/educational list, but the department can supplement any activities that will meet this requirement.

**Administrative Fee –** each scholar is required to pay a $250 per semester cost recovery fee. This fee is paid directly to IP and is used for SEVIS tracking, advisement, orientation, the Scholar Reception, etc.

**Insurance –** scholars are required to have insurance to cover the duration of their research program. IP will assist in obtaining insurance based on the dates the scholar enters and leaves the U.S.IP will provide an insurance card for the scholar and will keep a copy on file.

**Photo** – IP will take a photo of the scholar at the mandatory check-in. This photo will be used in case of an emergency.

**DMV Letter –** if the scholar will obtain a NC Driver’s License or an NC State ID they need to request a letter from IP, which they will provide to the DMV. The request will be made with the DMV Letter Request Form, which can be requested by the scholar.

**Bank Letter -** if the scholar will open a bank account with a U.S. bank they will need to request a letter from IP, which they will provide to the bank. The request will be made with the Bank Letter Request Form, which can be requested by the scholar.

**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 provide them with the scholar’s Banner ID number. The scholar will need to be present at the appointment for the photo ID**

**IT Tech Set-Up –** the scholar will need access to UNCP wireless internet, Braveweb, etc. See **Banner ID and username section** for additional information.

**Library Access/Tour –** scholars will need access to the UNCP library to assist with their research program, the database, etc. The department will need to **schedule an appointment with the library staff for a library 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 IP 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 will need to provide a detailed campus tour that focuses on the many buildings and where to go for specific services.

**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 IP 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 conducted research with the department, mentor, etc. There is a Final Presentation Form that will need to be completed and submitted to IP. Make sure to schedule this prior to the departure of the scholar from the U.S. and provide the original form to IP for the scholar’s file.

**IP Reception** – upon completion of a successful research program IP would like to host a Scholar Reception for the scholar and the department. IP will choose a date that will include as many departments and scholars as possible to celebrate the completion of the program.

**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 IP. IP will use this form to ensure that there are no issues upon departure. This form will be submitted with an Exit Survey. The survey will assist IP with ensuring that the program is working in the best interests of the scholars and the department and to determine whether any improvements are needed to make the program better.