

Procedures for Bringing a Visiting International Scholar to the University of Richmond for Semester or Longer Stays

The following tasks are the responsibility of the Host Department:

- Arrange housing for visitor
- Arrange office space for visitor (the Office of International Education may be able to offer you a visiting scholar office – please contact Shani Buchholz sbuchhol@richmond.edu to inquire if one of the OIE’s visiting scholar offices is available)
- Contact Krittika Onsanit regarding the visitor’s [visa status](#) (konsanit@richmond.edu)
- Plan the visitor’s first days on campus, including meetings (as applicable) with [Human Resources](#), [One Card Services](#), the [International Taxation Office](#), and the [Office of International Education](#); escort the visitor to these meetings, if necessary
- Request Curriculum Vitae from visitor (please send to Shani Buchholz – sbuchhol@richmond.edu – once you receive it)
- Arrange for visitor to be transported to and from Richmond International Airport, hotel, campus, etc.
- Upon completion of the visitor’s stay, the visitor is expected to submit a report outlining the following:
 - Activities in which the visitor participated
 - Topics on which the visitor gave presentations
 - Faculty involved in the visitor’s stay and any courses s/he taught/co-taught
 - Future plans for engagement with the University of Richmond or particular faculty and students

The following tasks are the responsibility of the Office of International Education:

- If the Office of International Education is at least partially funding the visiting scholar, the OIE will also arrange health insurance for the visitor if necessary and will pay for the insurance **for the visitor only**. *** NOTE: if the OIE is not funding the visiting scholar and the scholar requires health insurance, contact [Krittika Onsanit](#) for enrollment in the [international student & scholar group health insurance plan](#) at the scholar’s own expense
- For A&S scholars, Shani Buchholz will send an e-mail to Shawn Chamberlin (in the A&S Dean’s Office) indicating the amount to be paid and any other incidentals being covered by the OIE.
- Shani Buchholz will contact Devon Slough, the UR staff member responsible for handling [international taxation](#) issues (dslough@richmond.edu)
- Shani Buchholz will contact Krittika Onsanit, the UR staff member responsible for handling international scholar/visa issues (konsanit@richmond.edu)
- Krittika Onsanit will assist with visa status questions and processing, if necessary
- Michele Cox will discuss with visitor matters related to study abroad and, if appropriate, arrange for an informational meeting with students
- Michael Warchol will handle publicity related to the visit