

Procedures for Bringing a Visiting International Scholar to the University of Richmond for Short Stays

The following tasks are the responsibility of the Host Department:

- Arrange housing for visitor (suggestions are [Bottomley House](#) or Thalhimer Cottage if they're available; if not, then [Embassy Suites](#))
- 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 day 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)
- Complete all paperwork for visitor (including, but not limited to, the [Employer-Independent Contractor](#) form and the [Compliance Statement form](#) – if necessary)
- Process all reimbursements and honorarium payments related to the visit
- Arrange health insurance for visitor, if necessary (one of our previous visitors used <http://www.gatewayplans.com/travel-medical-insurance/gateway-usa> for his short-term health insurance)
- Arrange for visitor to be transported to and from Richmond International Airport, hotel, campus, etc.
- Upon completion of the visitor's stay, s/he 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:

- Shani Buchholz will create invitation letter and e-mail to visitor
- Shani Buchholz will contact Devon Slough regarding [international taxation](#) issues (dslough@richmond.edu). Shani will request that Devon send any forms or further directions to the Host Department for them to administer and process.
- Krittika Onsanit will assist with visa status questions and processing, if necessary
- Shani Buchholz will transfer funds to host department's index/account, 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