## I. Invitation

1. Anyone wanting to become a Visiting Scholar must have an MTSU faculty member (host) in the department for his/her sponsorship.
2. If a host faculty member agrees to serve as a sponsor, he/she needs to write a memo to the Department Chair requesting approval of the visit. The memo should:
    a) **Provide a detailed explanation of the purpose of the visit;**
    b) **State the beginning and ending dates of the visit;**
    c) **Include a copy of the prospective visiting-scholar's current CV and proof of the visitor's qualifications, including English language proficiency, to serve as a visiting scholar; and,**
    d) **State the source of funding to support the visitor.**
3. The department will assist the prospective visiting-scholar and the host faculty member to complete an Exchange Visitor Application Packet.
4. The completed Application Packet and all required documents should be sent to:

    Ms. Angie Melton
    International Admissions Office – Campus Box 120
    Middle Tennessee State University
    1301 E. Main Street
    208 Peck Hall
    Murfreesboro, TN 37132
5. Angie Melton will issue the DS-2019 as required for international visitors and approve the application and contact the sponsoring faculty member.
6. If the Visiting Scholar chooses to live on or off campus, the host faculty should assist him/her in finding an off-campus site.

## II. Arrival

1. Airport pick-up, two options:
    a) Faculty member (The host faculty)
    b) Airport Shuttle
    List of shuttle services
2. On-Campus
    a) Department assists the visiting scholar to secure office space, library carrel, telephone *if needed*.
    b) International Affairs will provide the Provost office with a copy of The General Person Form. The Provost office will create a general person file and will provide computer access, MTSU ID, and MTSU email account. The information on these items will be forwarded to the host faculty member by the International Affairs Office.
    c) The visiting professor must sign the MTSU volunteer agreement and the policy adherence form.

d) The visiting scholar must check-in with International Affairs in Jones Hall 111. Items on the Check-In list must be presented.
e) If the arrival coincides with the beginning of a semester, the visitor is welcome to attend Orientation with International students- Orientation guidance will cover bank account, MTSU ID, local transportation, immigration information, administrative issues/classes registration, campus security, campus tour, etc.
f) The visiting scholar is expected to check in on campus by the Start Date listed on the Form DS-2019.

**III. End of Stay**

1. Faculty Host/ Department collect keys, ID, etc. The ID should be sent to the International Admission Office, Box 120, for deactivation.
2. Department Chair or faculty sponsor notifies International Affairs and the Provost Office that the Visiting Professor is leaving
3. The International Affairs Office notifies ITD to deactivate computer access and email account, and works with ID office to inactivate ID upon receiving from the host.

**IV. Notes**

- Visiting Scholars should report to the Office of International Affairs upon arrival.