

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **INTERNATIONAL VISITING SCHOLARS --
PARTICIPATING IN A MENTORED RESEARCH
EXPERIENCE**

ORIGINAL DATE: June 1, 1997

LAST REVIEWED/REVISED: August 1, 2003

EFFECTIVE DATE: September 1, 2003

POLICY: The School of Nursing will require long term international visitors who are working with the faculty to make a financial donation to the school for the time spent. Individuals categorized as international visiting scholars will be those individuals who wish to pursue an individually designed mentored program to enhance their research skills or to observe or learn from faculty and/or clinicians through informal visiting. Degree-seeking students registered at the University of Pittsburgh are exempted from this policy. The financial donation to the school will be used to help defray costs related to the use of office space, computers, local telephone calls, supplies, and faculty mentors.

Scholars who elect to audit or take for credit courses while they are at the University of Pittsburgh will register through the School of Nursing as a special non-degree seeking student. The scholar will be charged at the University's out-of state tuition rate.

The length of stay for an international visiting scholar is a minimum of six months and a maximum of two years. International visiting scholars will be accepted based on the match with faculty interests, availability of a faculty mentor, space, and a TOEFL score of 213(550) or higher. The maximum number of international visiting scholars at any time will be six.

A visitor will be asked to pay a fee of \$3,000 per year, payable at the onset of the visit.

PROCEDURE:

International scholar initiates request to study with faculty at the University of Pittsburgh.

Request is forwarded to the Coordinator of the International Scholars Program (ISP).

The international scholar needs to submit:

- Current curriculum vitae
- A statement of goals for the proposed study period
- Inclusive dates for the program of study
- TOEFL score (minimum acceptable score is 213[550])

The appropriate faculty mentor(s) will be identified and will be contacted by the Coordinator of the ISP unless the scholar had made prior arrangements with a specific faculty.

The letter of invitation to become a visiting scholar, the appropriate School of Nursing Policy/Procedure, and the J-1 visa application packet are sent from the Coordinator of the ISP.

The international scholar returns the completed J-1 visa application to the Coordinator of the ISP who then forwards the following to the University's Office of International Services (OIS):

- J-1 visa application
- Letter of invitation
- Curriculum vitae
- Statement of goals

OIS will prepare and hand-deliver the completed visa documents to the ISP to be mailed by the School of Nursing to the international visiting scholar. OIS strongly recommends using UPS in all cases due to the lengthy visa processing time, as well as the unreliability of regular mail, particularly in certain countries around the world. The ISP will obtain the UPS mailing label from the School of Nursing, Assistant Budget Director. [A copy of the mailing label once completed is sent to the Assistant Budget Director.]

The ISP submits a letter requesting that the international visiting scholar be appointed as a Visiting Scholar in the Department of Health Promotion and Development (this is presently where the visiting scholars are housed). Once approved, a copy of all prior correspondence with the scholar and the letter indicating approval is forwarded to the Assistant Dean for Administration, Office of the Dean (OOD).

Offer letter and invoice are prepared for the Dean's signature.

Upon arrival in Pittsburgh, the scholar needs to obtain a social security card and present it along with the certificate of eligibility for J-1 status, visa, and passport to the OOD at which time the scholar will complete the I-9 form. [The expiration date on the I-9 is determined by the expiration date on the DS2019 form.] This will enable the OOD to process the appointment.

The scholar needs to schedule an appointment with OIS as soon as possible after arriving in Pittsburgh.

Prior to the scholar's arrival, the Coordinator of the ISP will make arrangements for office space, computer and printer and telephone with the appropriate individuals: HPD Department Administrator, Building Coordinator, Director of Learning Resources Center.

After arrival, the Coordinator of the ISP will introduce the scholar to the faculty mentor(s), make arrangements for the tour of the School of Nursing, the University of Pittsburgh campus, and Falk Library of the Health Sciences.

The Coordinator of the ISP will provide the scholar with housing information and assistance with making connections with the appropriate international student group. Other international scholars in the School can assist the new scholar with obtaining housing and becoming acquainted with the City and the University of Pittsburgh.

Scholars will work with the faculty mentor(s) during their stay. Projects will vary depending on each scholar's goals.

If a scholar's proficiency in English is limited, the scholar can attend the English as a Second Language Program through the Allegheny Intermediate Unit (currently no charge) or enroll in one or more Linguistics courses at the University at the established University per credit rate.

While the scholar is at the University of Pittsburgh, the Coordinator of the ISP will monitor the degree to which the scholar is meeting the identified goals.

Written evaluations after each term from both mentor and scholar will be completed and retained by the Coordinator of the ISP.