

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:** **INTERNATIONAL VISITING SCHOLARS PARTICIPATING IN A MENTORED RESEARCH, CLINICAL, AND/OR TEACHING EXPERIENCE**

**ORIGINAL DATE:** **June 1, 1997**

**LAST REVIEWED/REVISED:** **November, 2018**

**EFFECTIVE DATE:** **November, 2018**

**POLICY:** International visiting scholars are those who wish to pursue an individually-designed, mentored program to enhance their research, teaching, and/or clinical skills. Potential international visiting scholars must be approved by the Dean of the University of Pittsburgh (Pitt), School of Nursing (SON) and must have an assigned faculty mentor from within the Pitt SON. International visiting scholars, who collaborate with a member of the Pitt SON faculty (who will serve as a mentor) for research and/or educational purposes, are required to remit a fee to the Pitt SON for resources provided by the Pitt SON. International visiting scholars may attend courses but will not have access to any course materials unless enrolled as a student in the course. Pitt SON will comply with all federal and university policies and regulations regarding international visitors.

**PROCEDURE:**

**Requests, Approval, and Course Materials**

Potential international visiting scholars initiate the request to study with a faculty member of the Pitt SON, and this request is forwarded to the Pitt SON Director for International Affairs and Research Office Coordinator (ROC).

In the event that a potential international visiting scholar does not first initiate arrangements with a specific Pitt SON faculty member (as specified above), an appropriate faculty member will be identified to serve as a mentor and be contacted by the Pitt SON Dean. Simultaneously, the faculty member's department chair will be contacted for approval. In either case, upon receipt of the documentation listed below, a letter of invitation is written for and sent to the international visiting scholar by the Pitt SON Dean.

The length of stay for an international visiting scholar is based on visa requirements and is typically a minimum of 6 months and a maximum of 2 years. International visiting scholars will be accepted to pursue study at the Pitt SON based on (1) the match between the visiting scholar's research or teaching interests and those of a particular Pitt SON faculty member, (2) the availability of the faculty member, (3) the availability of space, and (4) a TOEFL iBT score of 75 or higher and/or an IELTS score of at least 6.5 and/or verification of oral language competence via interview. The maximum number of international visiting scholars in residence at the Pitt SON, at any time, ideally will be six.

International visiting scholars who elect to either audit or take course for credit while in residence at Pitt will register through the Pitt SON as a special non-degree-seeking student. The international visiting scholar will be charged Pitt's out-of-state tuition rate, and he or she will be entitled to receive and/or have access to all course materials (e.g., syllabus, assignments, handouts, etc.) that are typically provided as part of the course for registered students. In contrast, international visiting scholars who elect to attend (i.e., *sit in on*) a course while in residence at Pitt (i.e., *not* pay tuition) will not be entitled to receive and/or have access to the materials of the given course; moreover, the international visiting scholar will need to be granted permission to attend the course by the instructor of the course.

**Fees, Documentation, and Processing**

An international visiting scholar will be asked to remit a fee upon the onset of the visit of US\$1,200.00 per academic term (prorated—i.e., each academic term comprises 4 months; therefore, if the scholar stays 2 months, then the fee would be US\$1,200.00/4\*2 = US\$600.00), which includes the US\$225.00 visa processing fee levied by the Pitt Office of International Services (OIS). This fee will defray costs related to administrative/faculty/staff resources and the use of office space, e-mail account, Wi-Fi access, copier/printer, and office supplies. If an international visiting scholar wishes to incorporate a clinical component into his/her stay, then the Pitt SON Director for International Affairs must seek approval from the clinical site, which may charge an additional fee.

The international visiting scholar shall provide, ideally 4 months prior to the proposed arrival date, the following items to the Pitt SON Director for International Affairs and/or ROC:

- Current curriculum vitae or resume in English
- A statement in English of the goals to be achieved during the proposed period of residence and study
- Inclusive dates for the proposed program of study
- Documentation of English language proficiency (i.e., one of the following)
  - Proof of citizenship in and degree of higher education from a country in which English is the national or official language
  - Results of a recognized test of English language competence taken within the previous 2 years: a TOEFL iBT score of 75 or higher and/or an IELTS score of at least 6.5
  - An official transcript or diploma that certifies the completion of a degree program at an institution of higher education for which the language of instruction is English
  - Official certification of the completion of an English language program within the previous 2 years that clearly indicates the level of language proficiency attained
  - An interview with an appropriate Pitt SON faculty member and/or the Pitt SON Director for International Affairs to assess competence in spoken English
- Proof of financial support (e.g., a bank statement that indicates immediately available liquid assets, converted to U.S. dollars) in English and issued within the previous 6 months
- Any other items required according to federal and/or university policies and regulations

Once the potential international visiting scholar agrees to the terms of the letter of invitation, the letter of invitation to become an international visiting scholar and the appropriate supporting documents (e.g., proof of financial support, appointment form, visitor participation agreement) are sent from the ROC to the Pitt Visitor Liaison and/or OIS, which prepares and sends the J-1 visa application packet to the prospective international visiting scholar.

### **Collaboration, Responsibilities, and Support**

Prior to the arrival of the international visiting scholar in Pittsburgh, the ROC will make arrangements (e.g., for office space, e-mail account, Wi-Fi access, copier/printer, and office supplies) with the appropriate individuals and units (e.g., Pitt SON Department Administrator, Pitt SON Senior Building Operations Manager, and Pitt SON Department of Educational Technology and Innovation [ETI]). In addition, the ROC can assist the international visiting scholar with arranging housing, if necessary; however, securing housing is the responsibility of the international visiting scholar. Moreover, the prospective scholar will be responsible for all costs associated with participating in the international visiting scholar program (e.g., Pitt SON fee, accommodation, food, transportation, etc.).

Once the international visiting scholar arrives, the ROC will acclimate the international visiting scholar to his/her office space and acquaint him/her with Pittsburgh, Pitt, and Pitt SON. In addition, the Pitt SON Director for International Affairs will provide an orientation. A long-term international visiting scholar (i.e., staying more than 6 months) can obtain a Pitt Visitor ID card. Should a long-term international visiting scholar wish to obtain this card, he or she can meet with the ROC, who will advise on the process and required documentation. Throughout the remainder of his/her tenure at Pitt, the international visiting scholar will collaborate with his/her respective Pitt SON faculty member mentor in achieving the agreed-upon goals of the experience. The ROC will remain a point-of-contact for the international visiting scholar to assist with administrative or logistical issues; the Director for International Affairs will assist with any academic matters.

The nature of the collaboration (e.g., research projects, manuscript development, capacity building, etc.) and effort to of the faculty mentor will vary, depending on not only the goals of each international visiting scholar, but also expertise and availability of the faculty mentor. If an international visiting scholar's proficiency in English is limited, he or she can (1) enroll in one or more of the Linguistics courses offered to international students at Pitt at the established Pitt per-credit rate, (2) enroll in one of the language programs offered by the Pitt English Language Institute (ELI) at the established tuition of ELI, or (3) attend classes in the English as a Second Language (ESL) for Adults program offered through the Allegheny Intermediate Unit at—currently—no charge. Throughout the international visiting scholar's tenure at the Pitt SON, the associated Pitt SON faculty member mentor will monitor the degree to which the international visiting scholar is meeting his/her identified goals, in collaboration with the Director for International Affairs and the ROC.

Approved by Administration 5/97

Reviewed 00-01; Revised 8/03, 8/11, 8/12, 11/17, 4/18, 6/18, 11/18