

UWG Instructions for Visiting Scholar Onboarding

Office of Education Abroad – Administrative Approval and Visa Request

Website: <https://www.westga.edu/academics/education-abroad/sponsor-international-scholar.php>

Phone: 678-839-4853

Email: mdoyle@westga.edu

- UWG faculty wishing to sponsor a visiting scholar must complete the *Request to Sponsor an Exchange Visitor*. [Click here](#) for the application and instructions. Once the sponsor has completed and signed the document (this will require some consultation with the scholar), it should be circulated for signature as indicated on the final page.
- Send the signed document to Dr. Maria Doyle in the Office of Education Abroad along with the following:
 - a copy of the scholar's passport information page
 - a copy of the passport information page for any dependents the scholar wishes to bring to campus (only spouse and children are eligible)
 - documentation of the scholar's financial support
 - a copy of the [interview form](#) or other proof of English proficiency
- OEA will generate a visa request form (DS-2019) for the scholar (and dependents, if applicable) and will send those forms to the scholar along with some basic information to assist the scholar in applying for their visa and in preparing for travel to the U.S.
- Once the scholar receives those documents s/he will need to make an appointment at their local U.S. Embassy or Consulate for an interview for a J-1 visa.
- The scholar will need to check in with the Office of Education Abroad within three days of arrival in the U.S.
- The scholar will need to provide proof of health insurance that meets federal requirements for the Exchange Visitor (J visa) Program either prior to their arrival or within 10 days of their arrival.

Contact Card Office – Visiting Scholar ID

Website: <http://www.westga.edu/wolvesCard/>

Phone: 678-839-6525

Email: theCard@westga.edu ; cmaddox@westga.edu

- Department chair will need to send an email request to Caroline Maddox in the card office.
- Scholar will need to bring passport or picture ID to the card office along with the email request.
- Card office will issue a “Visiting Scholar ID”, which begins with “111” instead of “917”.

Contact UWG police – request access to a building and/or office

Website: <http://www.westga.edu/police/>

Phone: 678-839-6252

Email: UWG_access_control@westga.edu

- To request access to a building or office please send an email with the following information:
 1. First and Last Name of scholar
 2. Department
 3. “111” ID
 4. Building and/or offices for which the access needs to be granted
 5. Timeline (begin and end date of visit)
 6. Time Frame (hours during the day they will need access)

Contact ITS to grant access to UWG wireless

Website: <http://www.westga.edu/its/>

Phone: 678-839-6587

Email: servicedesk@westga.edu

- Email the ITS Service Desk with the following information to create a guest user account:
 1. First and Last Name
 2. Department
 3. “111” ID
 4. Timeline
 5. Access(es) requested

Contact Library to request access to Library Services access

- View procedures and form [here](#).