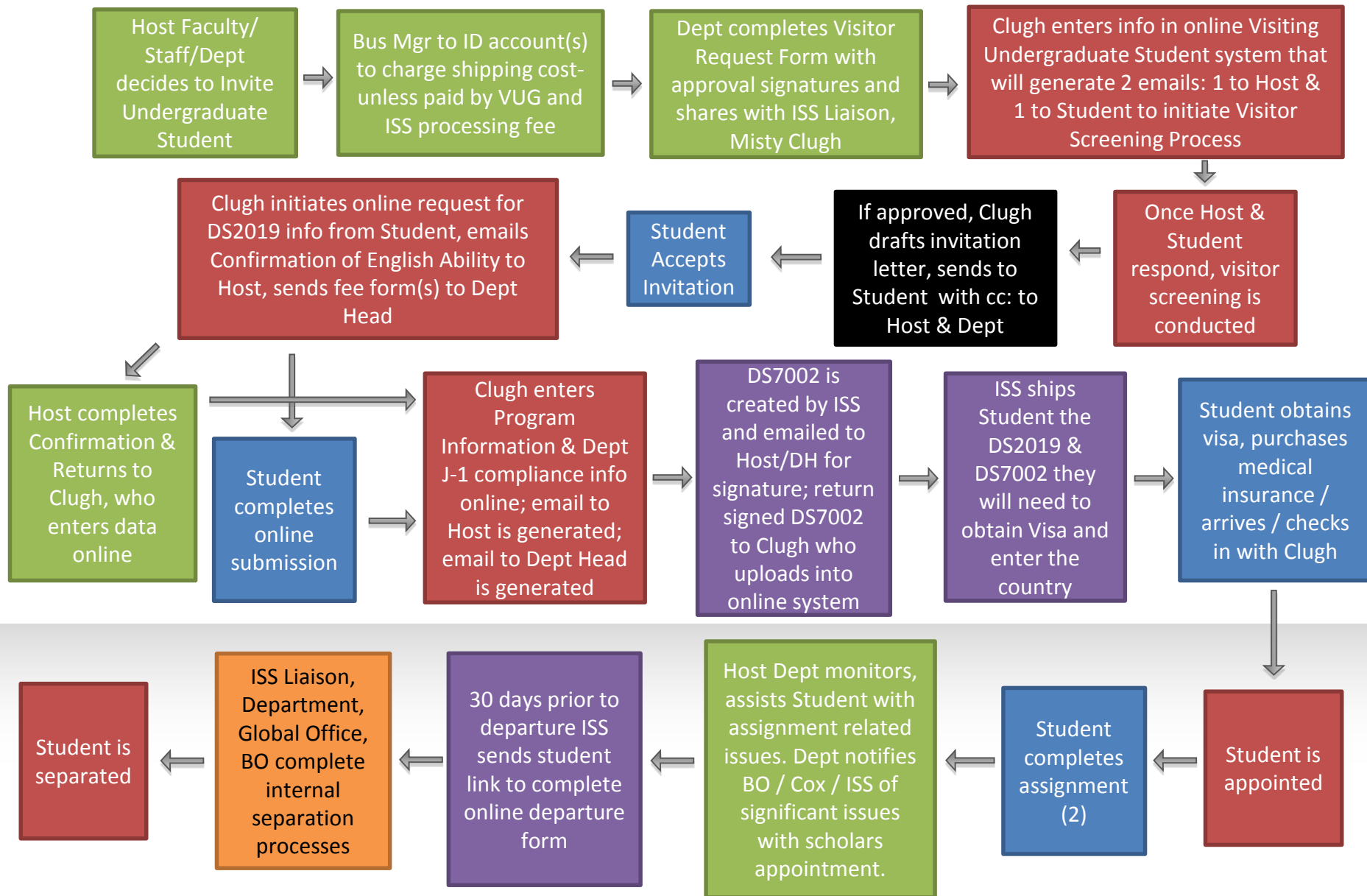


Visiting Scholar & Visiting Undergraduate Student Invitation Process Purdue Polytechnic Institute

- To ensure adequate time for the university and the scholar to obtain appropriate approvals and documentation, please plan to issue the offer letter 60 days in advance of the scholar's arrival.
- Invitation Letter & Visa Process Requirements
 - First & Last Name, Title (i.e., Prof., Dr., Mr., Mrs., Ms.);
 - University, College/Department;
 - Shipping Address & Phone Number;
 - Email Address;
 - Birthdate;
 - Classification/position (i.e., Visiting Scholar, Visiting Undergrad Student);
 - Time span of visit including entry and departure dates;
 - Indication of funding provided (and account number for internal use only), if any;
 - Account number to charge visa processing and shipping fees;
 - Statement that visiting scholar appointments do not carry salary or benefits;
 - Resources provided by the department such as research space, computer, etc.;
 - Faculty Supervisor and Department;
 - Faculty Email Address;
 - Purpose of visit/Research project/Objectives

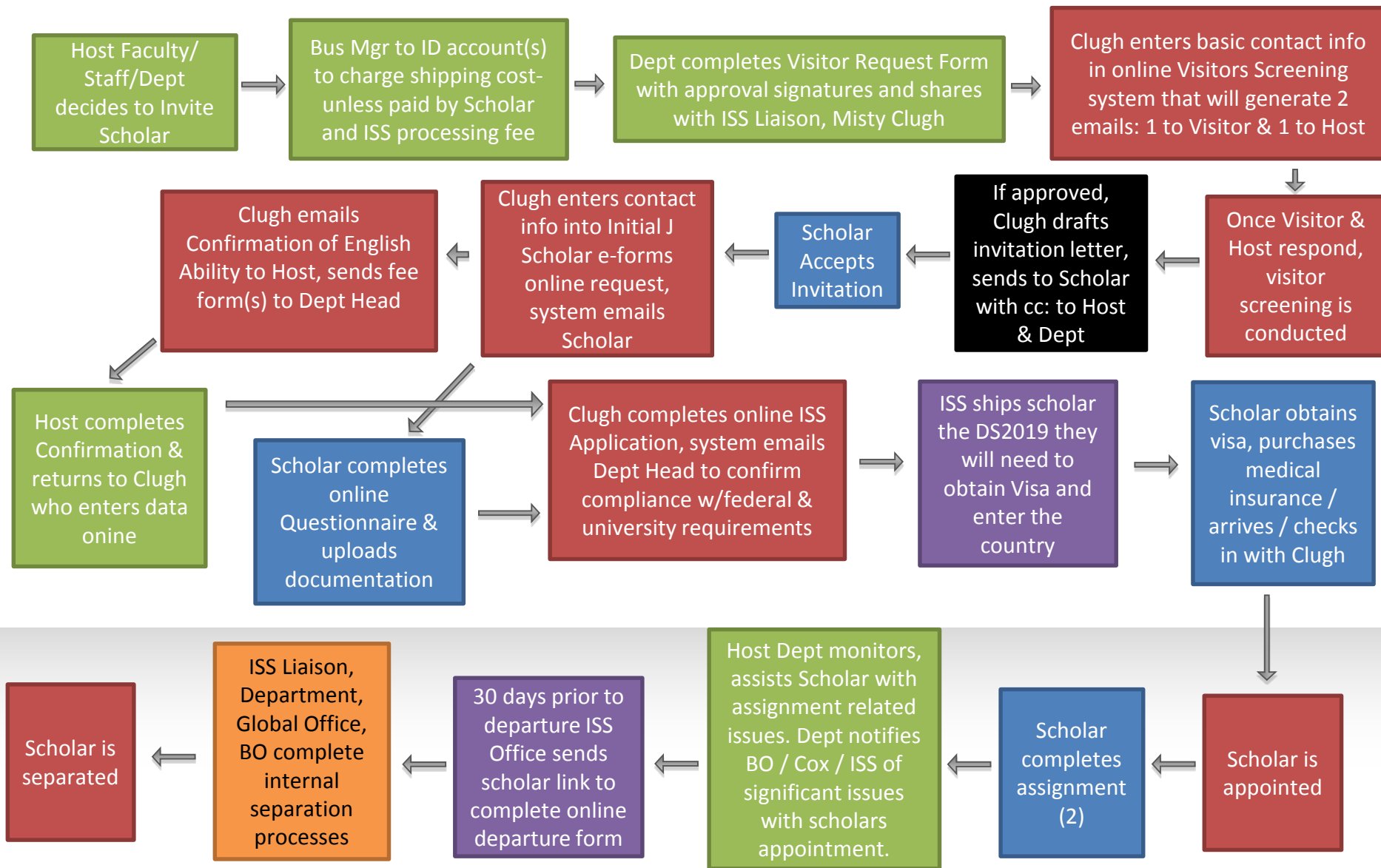
Visiting Undergraduate Student (VUG) Invitation Process – Purdue Polytechnic Institute



(1) Current Liaisons: Misty Clugh, Back-up: Niedra McLeland

(2) If Scholar departs early, scholar must notify department, ISS Liaison and ISS Office.

Visiting Scholar Invitation Process – Purdue Polytechnic Institute



(1) Current Liaisons: Misty Clugh, Back-up: Niedra McLeland

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Short-term Visitors Invitation Process

Purdue Polytechnic Institute

- When an entity at Purdue invites individuals/delegations of visitors from other countries for short term visits, we are responsible for the individuals/delegation during the documented period of their stay.
- A Hosting International Visitors Best Practices document can be found on the EVPRP web site:
 - <https://www.purdue.edu/research/regulatory-affairs/export-controls-and-research-information-assurance/international-visitors.php>
- Delegation invitations also need to be coordinated through the Globalization office. Invitation Letter Requirements:
 - Names of delegation members if known with addresses and phone numbers;
 - Faculty Coordinator(s) and Department(s) hosting the visitors;
 - Industry/University of affiliation of the visitors;
 - Purpose/objectives for the visit including campus itinerary;
 - Time span of visit including entry and departure dates;
 - Any other details pertinent to their visit.
- Short Term International Visitors are also subject to visitor screening. Requirements:
 - Surname/Family Name/Last Name(s)
 - Given/First Name(s)
 - Date of Birth
 - Gender
 - Email Address
 - Host Faculty Name & Email Address