



INTERNATIONAL STUDENTS & SCHOLARS

163 William Street, 16th Floor
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Hosting International Visiting Scholar at Pace University

FREQUENTLY ASKED QUESTIONS For Host Faculty and Departments at Pace

Do I need to contact International Students and Scholars (ISS) if I decide to invite a scholar and, if so, how far in advance?

Since the process will require immigration/visa supporting documents that are processed by the ISS, please contact us as soon as you start thinking about inviting an international visiting scholar.

What type of position will a prospective scholar have at Pace University?

This depends on the type of activity a scholar will be involved in while in the U.S. As soon as a hosting department submits an invitation letter to ISS for review, we determine the most appropriate visa category.

Can a scholar teach in the capacity of an adjunct professor?

Yes – on a case-by-case basis, individuals may be invited to Pace as adjunct professors. Please note this classification requires different paperwork, including a different invitation letter.

Is there any paperwork required from a host department?

Visitors who will only be on campus for a short time may be able to come on a visitor visa (2 weeks limit); no paperwork is required for a 2-week visit. However, no compensation or expense reimbursement is allowed.

For prospective scholars whose primary intention is to perform research and/or teaching duties while in the U.S., there is required paperwork to be completed by the hosting department and by the prospective scholar. Requirements are listed in the “Step-by-step procedure to invite international visiting scholars to Pace” on the ISS “Invite a J-1 Scholar to Pace” webpage: <https://www.pace.edu/iss/j-1-visiting-scholars/invite-j-1-scholar-pace>.

Upon receipt of completed paperwork, ISS will administer the processing of legal paperwork for a prospective scholar to obtain a J-1 visiting scholar visa through the U.S. Consulate abroad.

Does the host department pay a fee to host a scholar?

A host department pays a processing fee of \$150 per scholar to ISS. An expediting fee of \$50 per scholar is also assessed for paperwork submitted to ISS less than 60-days before a scholar's program start date.

Can a host department send an invitation letter to a prospective scholar directly?

Please notify ISS prior to sending a formal invitation to an international scholar. Our staff will help you to ensure that a scholar is eligible to conduct the proposed activities and is eligible to receive any proposed compensation or expense reimbursement. We will advise on the most appropriate visa classification under J-1 visiting scholar visa.

How long will a Visiting Scholar be at Pace University?

Different visa categories/classifications allow for different durations of stay from 3 months to 5 years, and may also come with restrictions on the duration of activity. Please consult with ISS for questions about length of assignment.

How will a prospective scholar be funded?

They may be sponsored by their home institutions' scholarship (doctoral students), or their respective countries government agencies. They may also be self-supported or a combination of both. In either case they will need to provide documentation of funding available in liquid assets.



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Does a scholar need to demonstrate proficiency in English?

Effective January 5, 2015, Subpart A of the J exchange visitor regulations (22 CFR 62) requires J-1 Exchange Visitors to possess "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program and to function on a day-to-day basis" [22 CFR 62.11(a) (2)]. Pursuant to this Department of State (DOS) requirement, ISS will conduct English proficiency assessment with all prospective scholars. For further details, please review the ISS "Invite a J-1 Scholar to Pace" webpage: <https://www.pace.edu/iss/j-1-visiting-scholars/invite-j-1-scholar-pace>.

Can a spouse and children (if any) accompany a scholar?

Yes. We will work with a scholar and outline the required paperwork for bringing immediate family. Immediate family will be able to accompany a scholar, a principal visa holder, after they obtain a dependent J-2 visa.

What if there is a change of plans and a scholar is not able to arrive by the previously agreed upon time?

If the change of plans results in the cancellation or indefinite postponement of a scholar's visit, the host department should notify us so that we can make the proper notifications to the various government agencies.

How will a Visiting Scholar get to Pace University? Is transportation provided? Is this arranged by a host department? Will a scholar be picked up from the airport by someone from a host department or ISS?

That would be a scholar's responsibility. We can provide pre-arrival information, so they know how to navigate between the airport and the campus or place of residence.

Where will a scholar live? Would it be a host department responsibility to arrange temporary/permanent housing upon his/her arrival?

That would be a scholar's responsibility. A host department may explain the rental market in NY tri-state area and possibly suggest some suitable neighborhoods to a scholar to consider prior to or upon arrival.

What are the host department responsibilities for providing scholars access to the University facilities?

A host department is responsible for providing access to the University facilities, such as University library, labs (if appropriate), connection to Pace server, e-mail account, and Pace University ID. In addition to that, a hosting department is responsible for providing office space for scholars.

Is a host department responsible for guiding a new scholar with checking in with ISS upon his/her arrival?

No. Even though the check-in is a mandatory immigration procedure, it is a new scholar's responsibility to report to the ISS.

Is a host department responsible for guiding a new scholar with opening a bank account, setting up phone service, applying for a Social Security Number, etc.

No. Those are ISS's responsibilities.

What services does ISS provide to scholars?

ISS provides a mandatory immigration information session for outlining the basics of a J-1 visiting scholar visa. This session also covers the processes for applying for a Social Security Number and mandatory health insurance. We provide support letters certifying J-1 status, consultations, tax advice, and travel endorsement on DS-2019 forms.

**Please be sure to contact ISS if you have additional questions or concerns not addressed in this list.*