Inviting Prospective Visiting Scholars to Missouri S&T
Checklist for Academic Department Host

1. Prospective scholar to submit the following to academic department faculty sponsor:
   - C.V./Résumé
   - Copy of passport
   - Documents for dependents
     (Copies of: marriage certificate for spouse, birth certificate for children, proof of funding and passport, along with any necessary translations)
   - Section 212(e) Form
   - Proof of financial support

2. Academic department faculty sponsor/administrative assistant uses aforementioned documents to complete the DS-2019 application.

3. Academic department host/prospective scholar makes arrangements with Dr. Thu Tran, Program Coordinator for the Missouri S&T Applied Language Institute (tranhu@mst.edu), to take an English language proficiency test via Skype. The prospective scholar can also submit a TOEFL or IELTS score less than two years old.

4. Forward completed DS-2019 packet to OICA:
   - C.V./Résumé
   - Copy of passport
   - Additional documentation for dependents (if applicable)
   - Section 212(e) Form
   - Missouri S&T Offer Letter
   - Proof of Financial Support
   - Proof of English Language Proficiency

5. Upon receipt of complete application (with signatures!), OICA will issue the DS-2019 to the scholar (processing time: 10 days).

6. When prospective scholar receives the DS-2019 he/she pays SEVIS fee and makes an appointment to apply for a J-1 visa.

7. If prospective scholar receives a J-1 visa he/she works with faculty sponsor to arrange travel to U.S.

8. When scholar arrives in the U.S. he/she checks in with OICA.

9. Scholar is now ready to join your department.