

## **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 (tranthu@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.