ECU® International Visiting Scholars:
Guidance and Instructions for Host Departments

In this guide you will find

Basic Information

Steps to invite a Visiting Scholar

Continued responsibilities of the Host Department

Your primary point of contact:

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Office of Global Affairs
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Purpose of the Exchange Visitor Program

The purpose of the US Department of State's Exchange Visitor Program is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges. Through this Program, people of other countries have opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and encourage Americans to participate in educational and cultural programs in other countries. The Exchange Visitor Program allows ECU to host International Visiting Scholars.

Categories of Visiting Scholars

Professor

An individual primarily teaching, lecturing, observing, or consulting at a post-secondary accredited educational institution, museum, library, or similar type institution. A professor may also conduct research unless disallowed by the sponsor.

Maximum length of stay is 5 years.

Research Scholar

An individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the sponsor.

Maxmimum length of stay is 5 years.

Short-Term Scholar

A professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions or similar type of institutions.

Maximum length of stay is 6 months.

Specialist

An individual who is an expert in a field of specialized knowledge or skill coming to the United States observing, consulting, or demonstrating special skills. This category is ideal for artists, dancers and musicians who may not meet the standard eligibility criteria. Exception: professors, research scholars, short-term scholars, and alien physicians in graduate medical education or training.

Maximum length of stay is 1 year.

Visiting Scholar Eligibility

- ✓ The Visiting Scholar has a Bachelor's degree or higher at the time of application;
- ✓ The program is suitable to the Visiting Scholar's background, needs, and experience;
- ✓ The Visiting Scholar's planned activity must be temporary, with an emphasis on research, observation or consultation, and may include teaching responsibilities;
- ✓ The Visiting Scholar must NOT have contact with patients, beyond incidental contact;
- ✓ The Visiting Scholar must possess sufficient proficiency in the English language;
    Acceptable proof of English proficiency:

Duolingo English Test: 95	ACT: 19 on the English
IELTS: 6.0	SAT: 450 on the English, Reading, Writing section
TOEFL: 71	Departmental interview & assessment

- ✓ The Visiting Scholar must provide proof of sufficient funding for the duration of their stay; these funding may be personal, third-party, or come from East Carolina University®; and
- ✓ The Visiting Scholar must have an East Carolina University faculty sponsor for the entire duration of their stay.

Responsibilities of the Host Department (Sponsor)

- Screen prospective Visiting Scholars to ensure they are eligible for program participation. See Eligibility Requirements on page 1.
- Ensure the Visiting Scholar checks in with the Office of Global Affairs upon arrival to ECU.
- Provide the Visiting Scholar with office space.
- Facilitate campus privileges such as Banner ID, PirateID, 1Card, etc.
- Offer or make available a variety of appropriate cross-cultural activities. Sponsors will be responsible for determining the appropriate types and numbers of such cross-cultural programs. Sponsors are encouraged to give their visiting scholars the broadest exposure to American society, culture and institutions.
- Notify the Office of Global Affairs of changes to Visiting Scholars status, such as a change in pay or pay status, change of supervisor, reimbursement for expenses, early arrival or departure, intent to transfer to another university while continuing their J-1 status, and program extension; and
- Notify the Office of Global Affairs when a Visiting Scholar completes their stay, decides to leave early, is terminated, or does not return/continue after travel abroad.

Health Insurance

Federal regulations require all Exchange Visitors and their dependents have valid health insurance for the entire duration of their program. The US Department of State outlines the minimum benefits required. The most up-to-date rqeuirements can be found at on the US Department of State website. See section on Support provided by the Office of Global Affairs on page 3 for a health insurance plan option.

Demonstrated Financial Resources Required for Visiting Scholars

J-1 Exchange Visitor		Dependent Spouse		Dependent Child(ren)
$1,850 USD/month	+	$500 USD/month	+	$350 USD/month per child
$22,200 USD/year		$6,000 USD/year		$4,200 USD/year per child

Support from the Office of Global Affairs

Airport Shuttle

We arrange Raleigh-Durham International Airport (RDU) shuttle service at the start of each semester. While primarily targeted towards incoming students, Visiting Scholars are welcome to register. The specific date and time(s) are arranged in advance and communicated with at least 4 weeks' notice to reserve their spots. The fee is estimated to be $50 USD, but is subject to change.

English Language Support

English proficiency is assessed during the invitation process; however, the immersive environment can sometimes surprise Visiting Scholars. ECU Language Academy classes (reading, writing, grammar, listening/speaking) are available at a reduced rate to Visiting Scholars and/or their spouses. If you identify this need for your Visiting Scholar, please contact the Manager of ECU Language Academy via email to ecula@ecu.edu.

J-1 Exchange Visitor Visa Advising

East Carolina University sponsors J-1 Exchange Visitor visas and therefore works with each visa holder to share the requirements, ensure they are compliant, and answer any questions they have about the regulations and benefits of their Exchange Visitor visa.

Health Insurance

ECU contracts with GeoBlue to provide health insurance that meets the requirements as laid out by the US federal government. The most up to date information on rates and the steps to enroll in this plan can be found on the Global Affairs website.

Anticipated Pre-Arrival Timeline

The timeline for individual visiting scholars varies; however, the process should start at least three (3) months before an intended start date. Countries vary in their timeline for visa interview appointments. Current wait times for Exchange Visitor visa interview appointments at individual embassies can be viewed through the US Department of State website.

Minimum 3 months prior	Minimum 2 months prior	1.5 months prior	As soon as possible	Desired start date
Inquire about hosting a visiting scholar.	Submit completed invitation packet to Office of Global Affairs.	Pick up accpetance packet from Office of Global Affairs. Mail packet to Visiting Scholar. Investigate housing options.	Visiting Scholar applies for the J-1 Exchange Visitor Visa and starts making arrangements for arrival and housing.	

Steps to invite an International Visiting Scholar

1. Collect required supplemental documents to begin the process

☐ Visiting Scholar's CV or résumé

☐ Invitation letter completed by ECU sponsoring faculty member (template provided). Please note, for post-doctoral scholars, the invitation is completed by the Office of Postdoctoral Affairs in Research, Economic Development & Engagement (REDE).

☐ Proof (in English) of earned Bachelor's degree or higher -or- current transcript or letter from the Registrar showing enrollment in an accredited university.

☐ Evidence of financial support
  • If financial support is from East Carolina University, we will need a copy of the offer letter or contract showing the amount of financial support to be received and the dates for which the funding will be provided.
  • If financial support is from any source other than East Carolina University, the proof of support must be on letterhead from the funding source. Support letters should show the amount of financial support to be received, the dates for which funding will be provided, and a signature or official stamp of a person in the organization who is authorized to guarantee funding.
  • The scholar may show personal/family bank statements as financial support. Bank documents must be in English and must be dated within the preceding six (6) months of the DS-2019 request.

☐ A copy of the Visiting Scholar's passport ID page, and if applicable, a copy of the passport ID page for all dependents (spouse, children) accompanying on a J-2 Exchange Visitor dependent visa.

☐ Proof of English proficiency or completed English Proficiency Certification Form. See page 1 for acceptable proof of English proficiency.

2. Complete the DS-2019 Request Form and compile the invitation packet

In collaboration with your Visiting Scholar, complete the DS-2019 Request Form. In addition to this completed form, compile the aforementioned documents to submit as one packet.

3. Submit complete invitation packet to Office of Global Affairs

Once your DS-2019 Request Form is complete and all supporting documentation has been collected, submit the full invitation packet to the International Student & Scholar Program Coordinator in the Office of Global Affairs. Completed invitation packets can be emailed to visitingscholars@ecu.edu.

4. Office of Global Affairs processes the invitation packet

Upon receiving the completed invitation packet, the International Student & Scholar Program Coordinator will:
  • Review the invitation packet
  • Coordinate vetting with ECU Export Control
  • Once the DS-2019 is finalized, an acceptance packet will be assembled to include the DS-2019(s), the department's invitation letter, and an OGA welcome packet. The sponsoring faculty member will be notified when the acceptance packet is ready for pick up.

5. Pick up and mail completed packet to Visiting Scholar

The sponsoring faculty member will be notified when the acceptance packet is ready for pick up. It is the responsibility of the host department to mail the acceptance packet to the Visiting Scholar. We suggest a trackable method through one of the following providers:
  • United Parcel Service (UPS) | 740 Greenville Boulevard, Suite 400
  • FedEx | 314 East 10th Street, Suite 117
  • DHL | 2120 East Firetower Road, Suite 107

What is Export Control?

ECU's Office of Export Controls and Customs (OECC) facilitates the university's compliance with U.S. sanctions, export control and import regulation. In the context of Visiting Scholars, the OECC conducts a restricted party screening on the prospective visitor and ensures they are not affiliated with a sanctioned organization.

Request ECU accesses

Request a Banner ID and Pirate ID

The Banner ID is necessary to obtain an institutional PirateID, an ECU email, and to access services such as Teams, Canvas, Webex, etc.

Work with your department's administrative support to submit Unpaid Affiliate Electronic Personnel Action Form (EPAF) to Human Resources Information Systems (HRIS). HRIS wwill create a Banner ID, and a PirateID username and ECU email will be generated 24-48 hours later.

Please note post-doctoral appointments are paid positions posted through Human Resources. Therefore, Banner IDs, PirateIDs and ECU institutional email addresses will be generated upon confirmation of hiring.

ECU 1Card

An ECU 1Card is necessary to access some buildings and if the Visiting Scholar would like to utilize other resources like the library or the recreation centers.

Ensure the Visiting Scholar applies for an ECU 1Card upon arrival through 1card.ecu.edu

Resources for cultural activities

The cultural activities you prepare or propose to your Visiting Scholar(s) are your choice; however, some suggestions include:

- Freeboot Fridays before home American Football games during the season
- Office of Global Affairs' annual Tailgate event (held each fall usually in September)
- PirateFest hosted each April
- Events and community classes organized by Greenville Parks and Recreation
- Events organized by Uptown Greenville (uptowngreenville.com)
- Events organized by Visit Greenville (visitgreenvillenc.com)

Resources for professional support

ECU's Office for Faculty Excellence supports faculty in their teaching, research and service through faculty development programming and consultation. A variety of workshops are offered throughout each academic year. Learn more at ofe.ecu.edu.

Reporting changes in information

- Notify the Office of Global Affairs of changes to Visiting Scholars status, such as a change in pay or pay status, change of supervisor, reimbursement for expenses, early arrival or departure, intent to transfer to another university while continuing their J-1 status, and program extension; and
- Notify the Office of Global Affairs when a Visiting Scholar completes their stay, decides to leave early, is terminated, or does not return/continue after travel abroad.

Supporting your Visiting Scholar

Housing resources

Visiting Scholars are required by law to have a US residential address at the time of check-in. We encourage you to help your Visiting Scholar to coordinate housing before arrival.
A few options for consideration:
- ECU Campus Living has five (5) fully furnished one-bedroom or studio guest apartments available on main campus for visiting or new faculty and staff to assist in their transition to ECU. These accommodations require a minimum of one-month (1 month) stay. For more information, please contact ECU Campus Living and ask to speak to the Guest Apartment Coordinator.
- ECU Campus Living manages an Off Campus Housing website with a variety of rental options, check offcampushousing.ecu.edu for more information.
- The Office of Global Affairs operates a rental house on Shady Lane, inquire for availability.
- Other options for rental listings include apartments.com and zillow.com.

Cell phone resources

Visiting Scholars are required by law to have a valid US phone number at the time of check-in. We encourage you to help your Visiting Scholar coordinate cell service before arrival or within the first 1-3 days after arrival. One option is the Total Wireless "totally unlimited" talk, text and data no contract, month-to-month plan available at Walmart.

Ground transportation upon arrival

- ECU Transit offers an RDU shuttle, including a single-rider option (transit.ecu.edu/charters)
- Global Affairs offers limited airport shuttle services prior to the start of each semester
- Rental car through Enterprise or similar company
- A rideshare like Lyft or Uber Uber

Check-in with Office of Global Affairs

By law, the Visiting Scholar need to check-in with the International Student & Scholar Program Coordinator in the Office of Global Affairs. Upon arrival, an appointment can be scheduled through this link. Please coordinate or encourage your Visiting Scholar to check-in within 72 hours of arrival.
During this check in appointment,
- The Visiting Scholar documents will be verified,
- The I-94 entry into the US record will be reviewed for accuracy,
- The local address and phone number will be confirmed, and
- The health insurance will be confirmed.

Prior to arrival, the Visiting Scholar will be sent a list of items they must bring with them to their check-in appointment.

Upon review and confirmation of all these items, their electronic Exchange Visitor record in the Student Exchange Visitor Information System (SEVIS) will be validated. Their SEVIS record must be validated before any activities can begin.

Post-docs must also check in as foreign national employees with Human Resources. Please review the Office of Postdoctoral Affairs website and/or contact postdoc@ecu.edu for additional information.

Applying for a Social Security Number

If your Visiting Scholar is new to the US and being paid by ECU, they will need to apply for a Social Security Number (SSN). If the Visiting Scholar is not receiving payment from ECU, they are not eligible to apply for a Social Security Number. To apply, they will need:
- Completed Social Security Card Application,
- Passport,
- DS-2019,
- I-94 record, and
- The invitation letter from your department outlining their Visiting Scholar appointment.

Your Visiting Scholar will take this information to the Greenville Social Security Administration Office located at 2805 Charles Boulevard, Greenville, NC 27858.

Thank you for working with the Office of Global Affairs to invite Visiting Scholars to ECU. Your work contributes to the diversity of our campus and the local Greenville community.