

Visiting Scholar Application Process

Who is a Visiting Scholar?

Departments, programs and other academic units of the University of Michigan-Flint may invite faculty researchers from other universities or relevant academic entities as Visiting Scholars. This status is reserved for scholars who are invited to pursue a program of research during a limited term of residence. Visiting Scholars may have access to certain limited services and resources, as outlined below.

Who is not a Visiting Scholar?

Current faculty, staff and students of the University of Michigan-Flint are not eligible for this status.

Visiting Scholar are individuals who:

- Have an earned PhD (or equivalent) or other comparable terminal graduate or graduate professional degree (i.e., JD, MD, MFA, etc.), and hold a faculty or other permanent research position at another accredited university, college or research organization; or
- Have a Master's (or equivalent) intermediate degree and substantial professional experience that the host unit affirms to be equivalent to that expected of a member of the University of Michigan-Flint faculty; and
- Are pursuing a program of research as their primary purpose; and
- Are formally invited and 'sponsored' by a department, program or other University of Michigan-Flint academic unit; and
- Will be in residence for a term of not less than one month and not more than three calendar years.

Visiting Scholar Application Process:

Visiting Scholars must be sponsored by an academic unit of the University. Only the sponsoring unit may initiate the application for Visiting Scholar status. The sponsoring School or College remains the primary contact for the Visiting Scholar and is responsible for administering the relationship through the duration of the Visiting Scholar status.

The sponsoring unit will be responsible for sending the application and draft letter to HR with the application. A letter to the Visiting Scholar which will include the following: (See templates for non-J-1 and J-1 scholars).

- The proposed visitor's activities and responsibilities
- The start and end dates of the relationship (no more than one year at a time and three years cumulatively)

- Any resources (e.g. access to office space, labs, information and technology equipment and privileges, or other facilities; availability of staff support, if any is to be provided; and any commitments with respect to assistance with living arrangements
- The amount and rationale for any and all financial support funding from the sponsoring School/College or other source and the reason for it.
- **Visitors who are to be compensated for services to the University of Michigan-Flint of any sort must be appointed as employees through University Human Resource systems or reimburses as independent contractors as appropriate. In either case such persons are *not* Visiting Scholars.** For more information on compensation processes and procedure, contact your HR administrator. Likewise, enrollment for academic credit in University of Michigan-Flint undergraduate or graduate degree certificate programs is also inconsistent with the purposes of Visiting Scholar status.

International Visiting Scholars:

For International Visiting Scholars, the sponsoring unit must contact the International Center to obtain a DS-2019 request for a J-1 exchange visitor visa. In this case, the DS-2019 request process should be completed through the International Center before the creation of the visitor’s identity in M-Community. (For additional information please work with the Flint HR Office).

(International Fulbright Scholars are processed through the U.S. Government. Please contact the International Center for processing: 810-762-0867)

Step-by-step Visiting Scholar Process

Step	Responsibility	Procedure
Step 1	Visiting Scholar and Dean’s Office	<p>Applicant: Provide information to sponsoring UM-Flint academic unit sufficient to allow (unit/Dean’s Office) to prepare the Visiting Scholar Application. https://www.umflint.edu/sites/default/files/groups/Human_Resources/visiting_scholar_application_final_.pdf</p> <p>School or College: Ensure eligibility for status; include a brief statement on the duties or intent of the affiliation or relationship of the Visiting Scholar in a draft letter. (See template on HR Website)</p> <p>Please note: the draft offer letter notifies Visiting Scholar of financial and health insurance requirements. (Required by the University, included in template letter).</p> <p>Application Approval Requirements: Dept. Chair, Dean, and Provost approval. Submit to HR for processing. Completed application forms are retained in the Flint HR Office. *****For NON-J-1 Visiting Scholar skip to step 5</p>

Step 2	Dean's Office	For visiting international scholars: Indicate the visiting Scholar is international on application. Obtain DS-2019 request for J-1 exchange academic unit visitor by contacting the International Center (IC) 810-762-0867 . (See Template on website and work with Flint HR).
Step 3	Flint International Center	IC works with Dean's Office and sends an offer letter to international scholars outlining requirements. (See Template). IC notifies HR and sponsoring unit/deans office that offer letter has been sent to Visiting Scholar.
Step 4	Flint HR	For J-1 Visiting Scholar, 30 days in advance of the visiting scholar's start date, Flint HR will process a request in the M-Community Sponsor system , which will include a UMID number and unqiename and initiate the credential & background check process. Note: A Visiting Scholar may already have a UMID and/or unqiename from prior U-M affiliation. Once the credential & background check process is complete, Flint HR will send notification to the sponsoring unit.
Step 5	Dean's Office & Flint HR	Send Visiting Scholar letter to non J-1 scholar. (See Templates) Copy HR on letter. Once the credential & background check process is complete, Flint HR will send notification to the sponsoring unit. Flint HR will process a request in the M-Community Sponsor system , which will include a UMID number and unqiename and initiate the credential & background check process.
Step 6	Visiting Scholar	Obtain a UM-Flint Photo ID (MCard) at ITS Office in MSB or White Bldg. Sign off on the ITS acceptable use policy when obtaining MCard.