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 and 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 samples 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 US government. Please contact the International Center for processing: 810-762-0867)

Step-by-step Visiting Scholar Process

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<th>Responsibility</th>
<th>Procedure</th>
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<td>Step 1</td>
<td>Visiting Scholar and Dean’s Office</td>
<td>Applicant: Provide information to sponsoring UM-Flint academic unit sufficient to allow them to prepare the Visiting Scholar Application. <a href="https://www.umflint.edu/sites/default/files/groups/Human_Resources/visiting_scholar_application_final_.pdf">https://www.umflint.edu/sites/default/files/groups/Human_Resources/visiting_scholar_application_final_.pdf</a></td>
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<td>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 and a draft letter. Completed application forms are retained in the Flint HR Office.</td>
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<td>Hiring Dept will confirm the Visiting Scholar has health insurance via email confirmation. (Required by the University).</td>
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<td>***Application Approval Requirements: Dept. Chair, Dean, and Provost approval. Submit to HR for processing</td>
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<td>Step 2</td>
<td>Dean’s Office and Flint</td>
<td>For visiting international scholars: Notify that visiting Scholar is international. Obtain <a href="https://www.umflint.edu/sites/default/files/groups/Human_Resources/visiting_scholar_application_final_.pdf">DS-2019 request for J-1 exchange academic</a></td>
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| Step 3 | Flint HR | Flint HR will process a request in the M-Community Sponsor system, which will include a UMID number and uniqname and initiate a background check.  
Note: A Visiting Scholar may already have a UMID and/or uniqname from prior U-M affiliation.  
After Flint HR completes the sponsorship process in M-Community and the background check, notification will be submitted to the sponsoring unit. |
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<td>Step 4</td>
<td>Dean’s Office</td>
<td>Send Visiting Scholar letter to non J-1 scholar. (See examples)</td>
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<td>Step 5</td>
<td>Visiting Scholar</td>
<td>Obtain a University of Michigan-Flint-Flint Photo ID (MCard) at the ITS Helpdesk in the Murchie Science Building or White Building.</td>
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