**Procedure for**

**VISITING INTERNATIONAL SCHOLAR ARRIVAL**

**COE International Programs Definition: Visiting International Scholar (VS)** -- VS refers to faculty members from institutions located outside of the United States who (1) are invited to UHM COE by letter of invitation signed by the dean; (2) are “hosted” by an identified COE faculty member; and (3) “housed” at a UHM COE department. The VS visit may/may not be supported by a signed international partnership agreement (MOU).

**Upon arrival**

1. VS and Department Chair or faculty “host” meet with COE Dean and the International Programs Coordinator for informal welcome and chat on research to be accomplished during the visit. Please contact LoanL@hawaii.edu or call 956-4523 to schedule.

2. Depending on visa status (ex: J-1 or B-1) VS must check-in with the UH Faculty Scholar Immigration Services (FSIS) Office on campus.

3. Department assists VS with requests for UHM library card, internet access, etc.

**During the campus visit**

4. Department chair invites VS to all college-wide events during the time of his/her visit.
   - August: College –Wide Meeting
   - October: Annual Carl and Alice Daeufer Lecture
   - December: COE Congress Meeting
   - May: COE Congress Meeting

5. VS interviewed by International Program Coordinator for article and photo for the International Programs webpage. (Date and time identified and agreed upon for VS symposium to COE for VS of a semester or year.)

6. VS invited to meet with others on campus as appropriate or as needed.
Prior to departure

7. If appropriate, VS and COE faculty host identify “next steps” following the visit.

- For example, is the COE faculty interested in visiting the VS institution as an exchange faculty member? If a “next step” is identified, inform the International Programs for data collection purposes.

- If an international partnership has been signed and is on file with the International Programs, then the next steps in the partnership should be discussed.
  
  o Should the relationship be formalized between the institutions through a “Letter of Intent” (LOI) to explore on-going partnership activities?
  
  o Is there enough interest (department level support/interest) in moving towards a Memorandum of Understanding (MOU) between our institutions?

8. For VS stay of a semester or longer, VS presents a symposium to the UHM COE faculty, staff, and students on a topic related to his/her research conducted at COE. Included would be general country information, VS institution information, and his/her research findings. The International Programs will coordinate this event once the date is set by scheduling a room, ordering refreshments, and sending out announcements. Host department is responsible for inviting department students and colleagues to attend the symposium. A certificate of appreciation from the COE International Programs is presented to the VS at the conclusion of the event.