What is J-1 Visiting Professor/Research Scholar?

An individual conducting teaching and research at overseas post-secondary accredited educational institutions, museums, libraries, or similar types of institutions, who are invited to WCU for an academic program with a specific objective and length of stay not to exceed five years.

- The purpose of the J-1 exchange visitor visa for professors and research scholars is to facilitate international collaborative teaching and/or research efforts.
- All J-1 exchange visitors at WCU are required to have at least a master’s degree in a related field and have demonstrated relevant experience in their field of expertise.

Why do I host a J-1 Visiting Professor/Research Scholar?

- Build collaborative relationships in terms of teaching and research with overseas colleagues in your field.
- Enhance your curriculum internationalization.
- Provide international perspectives to your teaching and research.
- Attract international talents to WCU.
- Improve WCU’s global recognition.

Am I required to provide salary or stipend to visiting professor/research scholar?

- No, you are not required, unless the visiting professor/research scholar is hired by your department to teach and/or conduct research.
- Visiting professors/research scholars are generally financially sponsored by home country government or institutions to conduct research in the U.S.

What does a visiting professor/research scholar do at WCU?

- Observe your classes and research and exchange ideas.
- Conduct own research.
- Teach classes, if permitted by your program.

What is my responsibility when the J-1 Visiting Professor/Research Scholar is at WCU?
• Provide an office or work station
• Work with Human Resources to provide WCU email access and CatCard.
• Encourage your visitor to participate in the academic and social activities of your unit as well as in cross-cultural activities on the campus and within the community.
• Supervise your visitor’s academic activities and work schedule.

How do I recruit one?

• Post a welcome message on program website with program contact information
  o Request 3 documents
    ▪ Complete “Personal Interest Form” (see separated document).
    ▪ One or two page proposal outlining study or research goals at WCU.
    ▪ Copy of Resume or Curriculum Vita.
• IPS will add your visiting scholar link to website to publicize.

How can I ensure it is a good match?

• Review the 3 documents.
• Conduct a Skype Interview or in-person interview if applicable (please record the interview as evidence of the visiting scholar’s English proficiency).
• If you show concern, contact Ling LeBeau at inglebeau@wcu.edu or 828-227-3433 for a discussion.

If I decide to host the visiting professor/research scholar, then what is next?

• Ask your visiting scholar to complete the form “Request for J-1 Visa Document”, part 1 to 3, and send back to you.
• You and your College/School Dean sign the application form and send to IPS along with the following documents
  o Copy of letter of invitation to your visitor outlining program objectives and period of duration, printed on departmental letterhead. Please see “WCU Sample J-1 Invitation Letter” (Appendix C).
  o Copy of visitor’s CV.
• IPS will then contact your visitor for other documents, i.e., documentation of funding, copy of visa documents if the visitor is in the US.
• IPS will finalize the J-1 visa package and assist your visitor from applying to the visa to settling down at WCU.
What do I do when the visitor arrives at WCU?

- Ask the visitor to report to IPS as soon as possible with copy of visa documents
- Take the visitor to Human Resources to complete necessary forms.

Overview of J-1 professor/research scholar application process

1. Review applicant's 3 documents: Personal Interest Form, Proposal, CV (host department)
2. Conduct an online interview (host department)
3. Send Form "Request for J-1 Visa Documents" to visitor (host department)
4. Receive the completed form and sign Part 8 (host department)
5. Send the completed Form AND 3 documents to IPS: Invitation letter, visitor's CV, English Attestation (host department)
6. IPS will forward the application to the Provost office for approval, and finalize the J-1 visa package
7. J-1 visitor obtains visa overseas
8. J-1 visitor arrives at WCU
9. J-1 visitor attends IPS mandatory orientation
10. Arrange a work station for the J-1 visitor; take the visitor to Human Resources for paperwork (host department)
11. J-1 visitor starts to work with you