



How to Invite a Visiting Scholar

The College of Public Health welcomes visiting scholars who are pursuing research or other activities in the field of public health. The following is information for a College of Public Health faculty member wanting to sponsor a visiting scholar.

A visiting scholar at The Ohio State University (OSU) is someone who is normally not compensated and is a visitor from another institution (domestic or international), or a non-academic visitor who has need for University identification while at Ohio State. All visiting scholar appointments at The Ohio State University are non-faculty appointments.

The faculty sponsor is responsible for everything stated in the letter of invitation, as well as assuring a good educational experience, encouraging cultural exchange, and appropriately representing the University and our country. Visiting scholars are hosted for varying lengths of time not to exceed three years and are encouraged to become involved in a variety of activities within the College. We particularly encourage applications from visiting scholars who have directly, or through their home institutions, collaborated with our faculty and/or staff.

Prior to committing to the prospective visiting scholar, the first step is for the faculty host to contact the division chair to discuss hosting the visiting scholar. If approved by the division chair, the request should be forwarded to the Executive Committee for review. The request must include the following information:

1. Visiting Scholar's C.V.
2. Proposed start and end dates for the visit
3. Proposed activities including past collaborations with the Visiting Scholar
4. Statement of how the proposed activities will benefit the Visiting Scholar, faculty host, division, and mission of the college
5. Statement of funding to support the visit including need for space, technology, supplies, etc. and the source of funding for each



Upon approval by the Executive Committee, the following information should be requested from the visiting scholar applicant:

1. A statement of interest, including the proposed activities, the significance of these activities, and how they will benefit the visiting scholar and the College of Public Health. Any past collaborations with the College faculty and/or staff should be noted.
2. Proposed date of arrival and departure
4. Proof of funding to support the visit
5. An e-mail address
6. Copy of passport(s) (to include anyone accompanying the visitor)

Upon receipt of this information the faculty host should submit the following information to the division coordinator who will enter the packet into an Human Resources Action Form (HRA) that will workflow to the CPH Human Resources Office for processing.

1. A statement of approval from division chair and Executive Committee.
2. The statement of interest from the visiting scholar applicant, the C.V., proof of funding to support the visit, and copy of passport(s).
3. The completed Faculty Form for Inviting a J-1 Scholar - <http://oia.osu.edu/pdf/FacultyFormInviteJ-1Scholar.pdf>
4. Funding source to pay for OIA processing fee.

Once all of the materials have been received, a letter of invitation from CPH will be issued to the visiting scholar candidate with instructions on completing the visa process. Normal processing of the letter of invitation will be approximately five business days.

The faculty host can request assistance from the division coordinator regarding items such as parking and request for use of e-mail, etc. for the visiting scholar. The Office of International Affairs can provide assistance on general orientation to the University and Columbus.

Note that the visiting scholar's invitation is dependent on the successful completion of a background check and other certifications as required by OSU.