

OIP Guidelines for Visiting International Graduate Research Students

Faculty members who are interested in bringing an international graduate student to Drexel University to participate in a research project should contact Marcia Henisz in the Study Abroad Office as soon as possible and proceed as follows:

- 1) Identify the student, the research project, a projected time period for the research and sources of funding support, if any, for the student. In identifying potential students, it is recommended that faculty members make use of their own contacts to ensure an appropriate match between students' skills and the needs and scope of the research project. In most cases, at least a three month lead time is suggested to allow adequate time for the student to prepare for the trip to Philadelphia and to obtain the required travel documents.
- 2) Complete an official letter of appointment for the student that is signed by the faculty member and the chair of the department. The letter should provide a brief description of the project; length of time and desired dates and details of funding for the student. If Drexel is not providing any funding, it should be stated in the letter. The requirements for a Research Scholar Visa (<http://drexel.edu/iss/J1exchangevisitor.html>) should be reviewed prior to writing the letter of appointment to ensure that the letter supports the issuance of this type of visa. A copy of the appointment letter should be sent to OIP at mwh23@drexel.edu.
- 3) Complete the J-1 Exchange Visitor Department Request Form (http://drexel.edu/iss/forms/From%20A/J-1%20EV%20Application_Department.pdf) Provide the student with instructions to apply for the visa through International Students and Scholars Services. Instructions can be accessed at: <http://drexel.edu/iss/J1exchangevisitor.html>.
- 4) Provide guidance and support to student as s/he prepares for arrival in Philadelphia including assistance with obtaining housing, health insurance that meets the J-1 visa requirements and other items as needed by student. The best options for short term housing (three to six months) in University City are International House (<http://www.ihousephilly.org>) and The Axis at 36th Street (<http://www.universitycityaxis.com/>). It is important to note that housing is very limited and should be secured as soon as possible. Students who are coming only for the summer can apply to live in the Drexel dormitories. More information on Drexel summer housing is available at: <http://www.drexel.edu/dbs/conferenceEvent/conferenceCenter/SummerInternHousingProgram/> It may also be possible for the student to find a short term sublet through the Drexel Off Campus Housing Message Board: <http://www.drexel.edu/offcampushousing/>
- 5) Send a copy of the letter of appointment to Joshua Miller in Public Safety (jhm332@drexel.edu) and to Deirdre Childs in Libraries (dparker@drexel.edu) to ensure

that the visiting scholar will have access to buildings and resources afterhours during his/her stay.

- 6) If the student will receive funding from Drexel University, make the necessary arrangements with the department budget administrator for the student to receive the funds.
- 7) Upon arrival, assist the student with orientation to Drexel University and Philadelphia. The student must check in with International Student and Scholar Services (ISSS) as soon as s/he arrives in Philadelphia. ISSS provides a mandatory orientation at the start of each term for new international students and also sponsors activities throughout the year to introduce students to American life and the city of Philadelphia. If the student is receiving any kind of funding, provide information to the student on how and when s/he will be paid. It is recommended that the faculty member also provides opportunities for support and cultural integration to the student.
- 8) Assist student with any details related to departure. All international students must complete and return to ISSS the J-1Scholar Departure Notification Form: (<http://drexel.edu/iss/forms/From%20A/Departure%20Notification%20Form.pdf>)

Important Notes

*As part of the visa application process, students must show proof of \$1,750 per month in financial support.

*This process allows the student to come and work on a research project only. It does **not** provide the opportunity to enroll in classes.

For more information, please contact:

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