University of Kentucky
College of Engineering

DETERMINING UK CATEGORY for VISITORS

IMPORTANT: Determining the candidate's UK category is independent of any category listed on the J-1 visa letter and does not necessarily coincide with international center's designation.

Use the following (a-d) to determine the appropriate category. If your candidate does not seem to fit into any of these four categories, please contact Sue Nokes, Associate Dean for Faculty Affairs and Facilities, at snokes@uky.edu or 7-0180.

a. **Does the candidate have his/her Bachelor's degree?**
If NO - than this is a **visiting undergraduate student**, and you should use the Visiting Undergraduate Student procedure and form. The completed paperwork goes to Melissa Brown in Dr. Kim Anderson's office.
If YES - continue.

b. **Does the candidate have his/her PhD?**
If NO - then this is a **visiting graduate student**, and you should use the Visiting Graduate Student procedure and form. The completed paperwork goes to Monica Mehanna in Dr. John Balk's office.
If YES - continue.

c. **Is the candidate a relatively recent graduate, receiving a post-doc salary, etc.?**
If YES - then this is a **post-doc,** and needs a post-doc appointment. For assistance contact Joseph Lutz, Director of Postdoctoral Affairs in the Graduate School.
If NO - continue.

d. **Does the candidate have his/her PhD, is not a post-doc, is affiliated with another institution, and is (typically) not getting paid during their visit to UK?**
If YES - then this is a **visiting scholar**, and the Visiting Scholar Procedure and form should be used. The paperwork goes to Callie Viens in the Faculty Affairs Office.

PROCEDURE - Visiting Scholar

Visiting Scholar: The candidate has earned a PhD but is not a Post-Doctoral Scholar.

IMPORTANT: Before proceeding, please be sure you have correctly identified the visiting candidate's UK category by referring to the first page of this procedure "Determining UK Category for Visitors". Determining a visiting candidate's UK category is independent of any category listed on the J-1 visa letter and does not necessarily coincide with international center's designation.

INVITATION/OFFER LETTER STAGE

- If the person being invited (candidate) is <u>not a US citizen or permanent resident</u>, the first step is to send an invitation/offer letter to the candidate so a visa can be obtained. This is sometimes called the J-1 invitation and/or offer letter, and <u>requires the signatures of the following</u>:
  - o **For Departments**: the sponsoring faculty member, Department Chair of the sponsoring faculty member.
  - o **For Centers:** the sponsoring faculty member, the Center Director and the Department Chair of the sponsoring faculty member.

- If the candidate <u>is a US citizen or permanent resident</u>, then the Department Chair (or Center Director and Department Chair of the sponsoring faculty member) may sign and send the offer letter directly.

ACCEPTANCE STAGE

- The invitation/offer letter has been signed/dated by the candidate to indicate acceptance and returned to the department/center.

RECORDING STAGE

(Necessary so that we may track our visiting scholars and the length of their respective visits)

- The paperwork required by the College of Engineering to record these visitors is:
    - The signed offer letter (ALL signatures must be present)
    - CV of the candidate
    - A completed "Visiting Scholar Approval" form
- The completed paperwork is sent to Callie Viens in the Faculty Affairs office at callie.viens@uky.edu.
- Callie will obtain Dr. Sue Nokes' signature, and enter the candidate into the Faculty Database (FDB). A board action will be created in the FDB and approved to the Provost level. Requesters will be notified by Callie Viens once Provost approval has been granted.
- For international students, the "Visiting Scholar Approval" form also needs to be uploaded into ICAT when requesting J-1 status from International Student and Scholar Services (ISSS). ISSS will not process the paperwork for a J-1 visa until all steps have been completed. (This is done at the department).