

## **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](mailto:snokes@uky.edu) or 7-0180.

**a. Does the candidate have his/her Bachelor's degree?**

If **NO** - then 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 Laura DaCanto in the Dr. Sue Nokes' office.

## PROCEDURE - Visiting Graduate Student

**Visiting Graduate Student:** The candidate has not yet received a PhD degree from any institution, but has earned their undergraduate degree.

*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 not a US citizen or permanent resident, 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 requires the signatures of the following:
  - **For Departments:** the sponsoring faculty member, and the Department Chair of the sponsoring faculty member.
  - **For Centers:** the sponsoring faculty member, the Center Director and the Department Chair of the sponsoring faculty member.
- If the candidate is a US citizen or permanent resident, then the Department Chair (or Center Director and Department Chair of the sponsoring faculty member) just sends an offer letter (no need for the J-1 invitation letter).

### 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 graduate students and the length of their respective visits, and that they have access to university privileges promised to them.)*

1. Complete the College of Engineering “Visiting Graduate Student Approval” form. Use this form rather than the one on the Graduate School website. They have approved it.
2. Obtain the signature of the appropriate department chair.
3. Forward the completed and signed form along with a copy of the student’s CV and Invitation/offer letter to Monica Mehanna, Director of Research and Graduate Studies at [monica.mehanna@uky.edu](mailto:monica.mehanna@uky.edu).
4. The visiting student should then complete an application to the UK Graduate School.
  - a. The link to the on-line application is:  
[https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantConnectLogin.asp?id=ukgrad](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad)
  - b. The application category will be “Visiting Student”
  - c. The program will be “Invited Visiting Student”

NOTE: The student does not pay an application fee nor does the student include transcripts or recommendations letters as with a regular graduate school application.

- [5. Upon arrival at UK, the visiting student will enroll in the course, GS690, a non-credit course.]
6. After the Associate Dean for Research and Graduate Studies (ADGRS) signs (from step 3), the form will be returned to the departmental contact.
  7. The departmental contact will forward the signed Visiting Graduate Student form to Marthann Sheldon [[msh259@uky.edu](mailto:msh259@uky.edu)] and she will attach the Visiting Graduate Student form to the graduate student’s application.

## **International Visiting Graduate Students**

The departmental contact should upload the signed Visiting Graduate Student Approval Form into ICAT as part of the UK International Student and Scholar Services requirements for processing the J-1 visa.

## Visiting STUDENT Approval ( graduate student )

A visiting GRADUATE STUDENT is any person visiting UK who is enrolled in a graduate program at another university (domestic or international), regardless of visa type. Please complete this form, attach the GRADUATE STUDENT'S official letter of invitation, CV or resume and email to [monica.mehanna@uky.edu](mailto:monica.mehanna@uky.edu) to obtain COE Associate Dean for Research and Graduate Studies level approval.

\_\_\_\_\_ Domestic Student      \_\_\_\_\_ International Student

### Visiting GRADUATE STUDENT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UNIVERSITY: \_\_\_\_\_ MAJOR: \_\_\_\_\_

DATE OF BIRTH (mm-dd-yy): \_\_\_\_\_ Email Address: \_\_\_\_\_

START DATE (mm-dd-yy): \_\_\_\_\_ END DATE (mm-dd-yy): \_\_\_\_\_

Explanation of visiting GRADUATE STUDENT'S research project(s) during visit period at UK College of Engineering:

### Sponsoring University of Kentucky, College of Engineering DEPARTMENT:

Department Name: \_\_\_\_\_

Sponsoring Faculty Member: \_\_\_\_\_

### APPROVAL SIGNATURES:

\_\_\_\_\_  
COE Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
T. John Balk, Ph.D.  
Associate Dean for Research and Graduate Studies

\_\_\_\_\_  
Date