

## Procedures for Requesting Non Resident Aliens to Visit UMCES

UMCES is a university that engages with many international universities around the world. Frequently, PI's will invite visiting scholars, students, and employees to work in their labs to foster collaboration on various projects. When non-US residents want to study/work in these labs, UMCES has a special process for requesting the visitor.

### Requesting an Exchange Visitor to work in your lab

#### J-1 Visa Status

1. The PI should request approval from the laboratory Director prior to moving forward. The Lab Director should approve the visitor in writing (by offer letter or email) and agree to provide adequate space for the exchange visitor for the duration of their stay at UMCES.
2. UMCES needs the following information to initiate the DS2019:
  - SEVIS Visitor Exchange Information (<http://www.umces.edu/visas>)
  - DS-2019 Data Collection Form (<http://www.umces.edu/visas>)
  - Offer letter from UMCES (either from PI or Lab Director)
  - Proof of financial support
    - A bank statement from their home country, a letter of support from their home university/country, another institution, or financial support offered to them from UMCES
  - CV or resume
  - Proof of English Proficiency:
    - *A recognized English language test;*
    - *Signed documentation from an academic institution or English language school; or*
    - *A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option*
3. When **all** paperwork is collected, the PI should work with the Lab Business Office/HR Liaison to send documentation to HR Director (lross@umces.edu).

\*\*Please allow two weeks for HR Director to process DS2019 **AFTER** HR Director has received all appropriate documentation.

\*\* In most cases, the program start date should be two months **AFTER** the HR Director has received all appropriate (and signed) DS2019 documentation. Some countries can process faster.

4. NRA will have 30 days before or after their program start date to enter the country. If they are unable to enter the country within 30 days, a new DS2019 will have to be processed as well as a new visa.

#### H1-B Status

Contact the HR Director for information on how to obtain H Visas as there is an extensive process for this and we must work with an outside attorney to request H Visas. There is also a substantial cost associated with H Visa status that must be paid by UMCES.