

## **Roles of International Student & Scholar Services**

The Center for International Education (CIE) is excited to welcome Scholars or Exchange Visitors (EV) from around the world. ***It is very common to refer to a Scholar as an Exchange Visitor, so you will see these two terms used interchangeably.*** International Student & Scholar Services (ISSS) is the office unit within the CIE that will provide assistance and guidance to Xavier faculty/staff on inviting and hosting international scholars to campus. International scholars are an integral part of Xavier's flourishing global culture and international education. Exchange Visitors can be a Student, a Research Scholar, a Professor, or a Short-term Scholar (< 6 months). In this section, we will only focus on the non-student Scholars. For information about the J-1 Student category, please click [here](#).

Throughout the process of inviting and hosting international scholars, ISSS's roles are defined below:

- ISSS will review all complete **Department Applications** for hosting international scholars. Once an application for a new DS-2019 is submitted and reviewed, an ISSS staff will contact the academic department and the prospective scholar to gather any additional documents and decide whether a DS-2019 is warranted or not. ***ISSS reserves the right to deny inappropriate or invalid applications and request for further evidence when necessary.***
- If the request is approved, a DS-2019 document will be issued and a Welcome Packet will be provided to the academic department to express mail to the scholar. The Welcome Packet will include information about the DS-2019 and how to use it to apply for the J-1 visa at a U.S. Consulate. It will also include information about housing and arrival information.
- Once the Exchange Visitor arrives, CIE will provide an orientation to the scholar and their dependents about the J-1 visa regulations and go over what they need to do maintain their visa status. We can provide them with information about programs throughout the year, local transportation on the Metro bus system, and specific immigration letters for the BMV and for their SSN if warranted. Please make sure they stop by CIE to meet with an ISSS staff within 30 days of their entry for this mandatory orientation.
- Airport pick-up can be arranged if they arrive within a reasonable time. CIE can provide initial transportation to nearby stores, the Social Security Administration, and to the Bureau of Motor Vehicle (BMV). Exchange Visitors will need to contact CIE and set that up in advance.
- CIE will provide Exchange Visitors with information on our programs and events which they are welcome to attend and bring their dependents. International Exchange Visitors will receive our email newsletter, the Global Gazette, to stay connected to the international population on campus. They will be invited to meet with other internationals on campus, attend Xavier events, and meet with other current international scholars.
- If you have any questions or concerns about the Exchange Visitors' visa status and/or adjustment please feel free to refer them to ISSS and call us at (513) 745-2864. Our primary role is to provide non-immigrant visa advising to ensure that international scholars at Xavier are maintaining their visa statuses. ISSS works behind the scene to ensure proper SEVIS registration and federal regulation compliance to receive international students and scholars throughout their program.

We hope to be a resource for both Xavier academic departments, the campus community, and to our international Exchange Visitors to ensure that the privilege of hosting an international Exchange Visitor is a mutually beneficial experience for all those involved. If you have any questions, please contact:

Center for International Education - ISSS

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