
Academic Department Checklist

1. Complete and submit the “International Visitor Application for RU Academic Departments”
2. Proposal
 - Department should prepare a proposal of the visitor’s activity during their stay. This proposal needs to include a description of the activity (research, lecture, or teaching) and the cultural goals and components of the program. If visitor will engage in more than one activity, proposal should note the primary activity. Also include start and end dates of the proposed activity and confirmation that this is a non-tenure track appointment.
3. Prepare invitation letter for visitor
 - Department must prepare an invitation letter for visitor. The letter should include dates of visitor’s stay, nature of their stay (research, teaching, combination), the academic subject matter, office address while at Radford University, job duties, number of work hours, and any remuneration (compensation, benefits, and deductions) to be provided, if applicable. If more than one department or program is

6. Arrange office space, computer and departmental faculty orientation
7. Assist the visitor with securing housing
8. Assist the visitor with airport transportation

Once we receive the information listed above, the McGlothlin Center for Global Education and Engagement will:

Review all applications for accuracy and compliance
Issue immigration document for visitor and dependents (DS-2019)

Send all DS-2019s to the appropriate U.S. consulate or embassy

For more information on hosting an international visitor, please contact the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing globaled@radford.edu.

When ready, please submit all paperwork to:

International Student & Scholar Advisor
McGlothlin Center for Global Education and Engagement
Cook Hall #105
Email: globaled@radford.edu