

How to Invite a Visiting Scholar

The School of Teaching and Learning welcomes visiting scholars who are pursuing research or other activities in the field of education, particularly in the interest areas of early childhood education; middle childhood education; sensory disabilities; English education; foreign and second language education; drama education; language arts, literature and reading education; written composition; children's and young adult literature; social studies and global education; and mathematics education, science education and technology education. The following is information for visiting scholars wishing to be sponsored by a Columbus campus faculty member to visit the Columbus campus. Regional campuses are responsible for any policies and procedures pertaining to visiting scholars visiting their campuses.

A visiting scholar at The Ohio State University is someone who is normally not compensated and is a visitor from another institution (domestic or international), or a non-academic visitor who has need for University identification while at Ohio State. All visiting scholar appointments at The Ohio State University are non-faculty appointments.

The Faculty sponsor is responsible for everything stated in the letter of invitation as well as assuring a good educational experience, encouraging cultural exchange, and appropriately representing the University and our country. Visiting scholars are hosted for varying lengths of time and are encouraged to become involved in a variety of activities within the School. We particularly encourage applications from visiting scholars who have directly, or through their home institutions, collaborated with our faculty or staff. Visiting scholars are also assured a good educational experience.

To request a visiting scholar appointment, please submit the following required information/documents as an e-mail attachment to: Jacquelyn Severance, Human Resource Administrator @ severance.15@osu.edu

1. A statement of interest, including the proposed activities, the significance of these activities, and how they will benefit the visiting scholar and the School of Teaching and Learning. Please note any past collaboration with the School's faculty or staff.
2. Exact date of arrival and departure
3. Copy of CV
4. Proof of funding to support the visit
5. Email address
6. Copy of passport(s) (to include anyone accompanying the visitor)
7. Funding source to pay for OIE processing fee of \$250.00.

Once all of the requested materials have been received, the visiting scholar candidate will be notified with instructions to complete visa process.

*The School of Teaching and Learning does not offer compensation for visiting scholar appointments. Access is available to Ohio State University e-mail, computer laboratories, and libraries. Because there is limited office space available within the School of Teaching and Learning, visiting scholars might not have access to office space. If computer or other technology is needed, the visiting scholar will typically supply this equipment. The visiting scholar is also responsible for arranging housing while in Columbus. Once a request has been approved, the **Human Resource Administrator** can work with prospective international visiting scholars to assemble the documentation necessary for a J-1 exchange visitor visa (please allow one to two months for processing the J-1 paperwork).*