

International Exchange Visitor Guidelines

The University of Redlands welcomes international guests to campus, as visiting artists and scholars, as instructors, assistants, and invited speakers.

Inviting Visitors. Invitations of international exchange visitors follow the process below, after initial informal arrangements between the host and applicant are made and the appropriate Dean has agreed to support the visit.

1. Hosts should address the following points in a statement distributed to the Office of International Students and Scholars Advisor Rebecca Freeland (ois@redlands.edu) three months prior to the planned visit. This is important to determine the appropriate visa category for the visitor, which holds implications for the overall visit.
 - Name of the individual host and the affiliated department, program, or school
 - Name and country of origin of the visitor
 - Dates of proposed visit (for arrival, within a week of Redlands responsibilities, and for departure, final day of Redlands responsibilities)
 - Primary goals for the visit
 - Contributions to broader campus community
 - Statement on compensation, including budget number for any potential payment or stipend (since any payment involves additional steps for international visitors)
 - Statement on plans for visitor's housing and medical coverage.
 - Confirmation of prior consultation with Dean of your unit
2. For B visa visitors, the host works through the appropriate Dean's office to issue a letter of invitation for the visitor. For J visa visitors, the host works with the proper Dean to submit a request for to Cheryl McIntosh, Academic Affairs, for an initial offer letter to be generated (with CC to ois@redlands.edu). The initial offer letter, signed by the Provost, is sent to the host via a scanned email.
3. The host forwards the initial offer letter to the applicant. Materials required for OISS assistance with J visa processing (including proof of English proficiency, per J requirements) should be sent directly to OISS, though hosts may need to follow up with applicants if required information does not arrive. When the applicant's materials are complete, OISS will issue the DS2019 form that begins the visa procurement process. For B visa guests, hosts should work with their visitors through their visa solicitation process.

When Visitors Arrive. On their arrival, international visitors should first visit the Office for International Students and Scholars (Duke 104A) to register their arrival for Homeland Security and initiate paperwork for the University. Failure to register J visitors with OISS will result in a fine from Homeland Security that will be transferred to the host department.

International visitors to the University who participate in our community for a month or more are entered in Colleague (by Academic Affairs, Cheryl McIntosh), who then communicates with Information Technology (Cheryl Robbins) and Student Life (Kim Villegas) for email access and staff ID production (there will be a one day delay for email and ID production). On the basis of the ID, visitors will gain access to the library, the gymnasium and pool facilities, and be able to add money through dining facilities. Access ends immediately at the completion of their program here.

Institutional hosts should anticipate assisting visitors during their arrival and departure times, including arranging airport transport if appropriate. Additionally, hosts should coordinate with relevant administrators regarding work space and computer access. The Office for International Students and Scholars does not coordinate housing for international guests – that remains the responsibility of the institutional host and host department or program. While the University's Central Avenue apartments may be an option, inquiries should be made by the institutional host as early as possible since there is no guarantee of space there. Hosts and relevant academic administrators should also assume responsibility for successfully mentoring international visitors about academic culture and institutional norms at the University of Redlands and in US higher education.

For additional questions about international visitors, including all questions regarding visa solicitation, please contact International Student and Scholar Advisor Rebecca Freeland at oiss@redlands.edu or at 748-8716.