



## Procedures Checklist for Visiting Scholar Applicants

*It is recommended that you begin the process of applying to become a visiting scholar at least four months in advance of your desired date of arrival.*

- \_\_\_ You, the visiting scholar applicant, must contact either the Coordinator of the Visiting Scholar Program or the Department Chair of the potential host department and request to be accepted as a visiting scholar. If a department approves your request to serve as your host department, the you may continue with the application procedure.
- \_\_\_ Read [What it Means to Host a Visiting Scholar](#) for information regarding Cal Maritime's departmental obligations and responsibilities for hosting a visiting scholar. The Department Chair of the host department completes the [Visiting Scholar Eligibility Form](#) .
- \_\_\_ The [Visiting Scholar Eligibility Form](#) is reviewed by Academic Dean, the Vice President of Academic Affairs, and the Academy President.
- \_\_\_ If the [Visiting Scholar Eligibility Form](#) is approved, the Academy President will write a letter of invitation to you. The letter of invitation will detail the nature of the research or of the teaching appointment, and clarify the your potential appointment and the University's support to you (such as office space, computer access, etc.).
- \_\_\_ The President's letter of invitation will be sent to you. A copy of your letter of invitation will be forwarded to the Department Chair of the host department and the Coordinator of the Visiting Scholar Program.
- \_\_\_ The Coordinator of the Visiting Scholar Program will send you an [Application for Visiting CMA Professor or Research Scholar](#) form and a [J Scholar Health Insurance Agreement](#) form. You must complete and sign both forms and send them back to the Coordinator.
- \_\_\_ The Coordinator of the Visiting Scholar Program will establish a file for you as visiting scholar.
- \_\_\_ Coordinator will send your [Application for Visiting CMA Professor or Research Scholar](#) and the items listed on the application to the Center of International Education at California State University, East Bay where a form DS-2019 will be prepared (allow two to three weeks for this process).

\_\_\_\_ Once the completed DS-2019 is returned to CMA, the Coordinator will send you the DS-2019, which you will need to obtain a J-1 Visa from your embassy, and the Coordinator will keep a copy of your DS-2019 in your file.

### **Once Visiting Scholar Arrives in the United States**

\_\_\_\_ Bring your immigration documents and local address to the Coordinator of the Visiting Scholar Program within the first week of your arrival. Immigration documents include 1) passport, 2) DS-2019, and 3) I-94. Address information includes visitor's (and dependents) address, phone, email. Local emergency contact name, address, and phone, and relation to scholar (and dependents).

\_\_\_\_ The Coordinator will send the immigration documents to the Center for International Education at California State University, East Bay within TWO WEEKS of the scholar's arrival.

\_\_\_\_ You and any dependents who accompany you must purchase health insurance or show proof of health insurance coverage within one week of arrival into the United States. This insurance must meet CSUEB requirements. Insurance can be purchased through [www.CSUhealthlink.com](http://www.CSUhealthlink.com).)

\_\_\_\_ If you or your dependents intend to work in the United States, you must first obtain a Social Security card. The Social Security Number is required for on- or off-campus employment.

\_\_\_\_ If you work on campus, you must visit our Human Resources Office and let them know that you are working. The office is located in the Administration Building, and they will begin the process of getting you on the payroll and you be an official employee of CMA. Bring your passport, visa documents, and Social Security card.

\_\_\_\_ Obtain a CMA Identification card (ID). To obtain a CMA ID, go to the Information System office (Classroom Building room 106). You will need to bring a photo ID (your passport is fine).

\_\_\_\_ Obtain a CMA computer account from the Information System office.

\_\_\_\_ If you have a driver's license from your home country, you may drive in California. You must carry your license from your home country when driving in California.

\_\_\_\_ If you are parking a car or truck on campus, you must purchase a parking permit. You may purchase a parking permit from the Cashier's Office in the Administration Building.

### **Change of address:**

Whenever you a change your address during your visit to CMA and the United States, you must provide the Coordinator of the Visiting Scholar Program your new address and contact information. The Coordinator, in turn, will notify the Center for International Education at Cal State East Bay with the changes.

### **Travel Policy**

1. You should be sure to check that your passport, J visa, and DS-2019 have not expired (otherwise, you will not be allowed to re-enter the US.) You must carry these documents with you at all times when you are traveling.
2. The J visa must indicate “M” under “entries” (which indicates that you can have multiple entries on the same visa).
3. You should submit your DS-2019 along with a letter stating the travel dates to the Coordinator of the Visiting Scholar Program, who in turn will submit the documents to Center for International Education for endorsement.
4. You must also sign the *Travel Dependent Policy*, which verifies that you have read and understand the Center for International Education’s policies on travel.

For more information, please contact:

Lloyd Kitazono  
Coordinator of the Visiting Scholar Program  
California Maritime Academy  
200 Maritime Academy Drive  
Vallejo, CA 94590  
707-654-1149  
[lkitazono@sum.edu](mailto:lkitazono@sum.edu)