

Visiting Global Scholar Program

20 June 2025

Overview

The Visiting Global Scholar Program is a collaborative effort between the Center for Global Engagement (CGE) and the Provost's office, the respective School/College, and department(s), and of course the international Visiting Global Scholar (referred to as "Scholar" in this document). Inviting scholars to campus is an important aspect to internationalizing our campus and through this process we can bring outside voices, perspectives, and ideas into our classrooms, enhancing Gonzaga's international outreach and enriching our campus community. The Visiting Global Scholar Program is one of several ways Gonzaga supports faculty to explore their research and their teaching through an international lens.

Administering the Visiting Global Scholar Program involves resources of time, space, and sometime funding. All the sources for these resources should be identified and agreed upon before an invitation is issued. The CGE supports the administrative coordination and on-going communication with invited Scholars and provides guidance to departments and School/College hosting Scholars from abroad. Specifically, the CGE coordinates administrative notifications and permissions within Gonzaga so that upon arrival the Scholar can obtain a Gonzaga ID, internet, and library access, and has received both written and in-person orientations to Gonzaga and Spokane. The CGE and the Office for International Student and Scholar Services (ISSS) is also authorized by the Department of State to issue documentation necessary for Scholars to apply for the appropriate U.S. visa and travel under the appropriate visa category and will oversee that entire process.

In addition, with years of experience hosting international visitors of all kinds, the CGE maintains resources and contacts that may be of help in supporting Scholars during their transition to academic life at Gonzaga and in Spokane. The CGE is available to consult and help Deans and faculty work through the often-idiosyncratic details of bringing a scholar to campus and is available to consult with interested individuals on the overall process.

Goals for the Visiting Global Scholar Program

The J Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor category, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

The goals of our Visiting Global Scholar Program are particular to specific Scholars (research projects, lectures, teaching experience, etc.), but in addition to specific goals set by the Scholar and their Gonzaga faculty and School/College hosts, Scholars should contribute to the intellectual and cultural life of our institution on campus such as:

- Bringing scholarly voices with knowledge about contemporary trends and challenges in global higher education to Gonzaga through public lectures and discussions.
- Sharing insights into the educational systems between countries with administrators and Gonzaga constituencies.
- Collaborating on research, pedagogical innovations, and broad academic enrichment.
- Contributing to disciplinary knowledge and cultural understanding.
- Building international contacts, networks, and collaborative projects with Gonzaga.

General guidelines

STEP 1: DETERMINE SCHOLAR ACTIVITIES AND COMPENSATION

A Scholar is any non-U.S. citizen or non-permanent resident (“principal non-immigrant”) (i.e. someone who does not hold a U.S. passport, does not have legal residency in the U.S., and does not have a green card or permission to work in the U.S.), who is invited to Gonzaga’s campus in Spokane for a specified, temporary period of time to carry out research, teaching or any other scholarly activity determined appropriate by the inviting Dean and the Provost. Scholars already in the U.S. must be cleared prior to engaging in scholarly activities at Gonzaga. The amount of time they are expected to remain at Gonzaga, their purpose, activities, and compensation provided (if any) are factors that all could have visa implications.

Generally, a Scholar with a “purpose other than study” visa status can engage in “incidental study.” Other factors in considering whether study is “incidental” might be whether the study has become the principal purpose of being in the U.S., whether it interferes with the principal purpose of the individual’s immigration status, etc. If enrollment in classes becomes the primary objective for a non-student J-1 principal, or begins to interfere with accomplishing their J-1 objective, then their current J-1 category is no longer appropriate.

Compensation: A Scholar may be paid by Gonzaga or may be funded by an outside agency. If compensated by Gonzaga as a temporary employee, an additional process is required with HR well before the arrival of the scholar. If a Scholar is not considered as an employee of Gonzaga, some of these guidelines and recommendations may not apply.

STEP 2: DETERMINE VISA TYPE

Scholars need abundant time prior to coming to the U.S. to secure a J-1 visa, which requires immigration documentation, called DS-2019, to be generated by authorized ISSS personnel in the CGE. These personnel carry the title of Responsible Officer (RO) and Alternative Responsible Officer (ARO).

General eligibility criteria for a J-1 visa category include:

- (1) The program is suitable to the Scholar's background, needs, and experience;
- (2) The Scholar possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency (typically carried out by Gonzaga [English Language Center](#) staff), to successfully participate in their program and to function on a day-to-day basis;
- (3) The Scholar must have a Bachelor's degree;
- (4) The Scholar possesses adequate financial resources to participate in and complete their Scholar program;
- (5) The Scholar participates remotely no more than 40% of the time (e.g., two days out of five) if their host department has instituted partial remote policies and Gonzaga has approved their hybrid program participation;
- (6) The Scholar must carry insurance that meets Department of State requirements.

Gonzaga university can host Scholars that fall under one of the following two J-1 visa categories:

Short-Term Scholar: A foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the U.S. for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at Gonzaga. The Scholar's proposal is for a duration of stay between one day and six months.

Professor & Research Scholar: The Scholar's proposal must be between three weeks and up to five years.

Professors often perform research, and Research Scholars sometimes teach. The primary activity may shift from teaching to research and vice-versa within either category during the validity period of Form DS-2019 without any need to amend the DS-2019.

Consult with ISSS if you need help determining the appropriate U.S. visa type.

STEP 3: INITIATING THE INVITATION AND THE LETTER OF INVITATION

Gonzaga University academic units will go through a pre-arrival administrative and academic vetting process for hosting international visiting scholars. This process is captured in a step-by-step workflow to ensure the university meets both internal academic standards and the U.S. immigration regulations before extending an invitation. Refer to the [checklist](#) when initiating the process of inviting international visiting scholars. It outlines required steps, documentation, and approvals needed to ensure institutional, academic, and immigration compliance before issuing an official invitation.

Once a Scholar is identified, and the Dean and Chair are comfortable with their credentials ([with the signed checklist](#)), begin drafting a letter of invitation ([template](#)). This letter of invitation will outline what Gonzaga and the School/College/Unit will provide this Scholar, and what Gonzaga's expectations are for this individual (teaching a course, public lectures, research, etc.). Minimally the host School/College/Unit needs to provide an office (shared, if necessary), a desk, and a computer. Whether funded by Gonzaga or another agency, all the Scholar's living and transportation expenses must be covered, and any sources outside the U.S. must be disclosed in

the letter of invitation, which will be developed and negotiated by the relevant Dean, Chair (if applicable). Consult with the Associate Provost for Global Engagement if there are questions.

Identify School/College/Unit Hosts

For Scholars who plan to remain longer than three weeks, the responsible Dean and Chair will appoint a **Faculty Host** who will support the intellectual work of the Scholar and generally act as the scholar's host for the duration of their visit. The Dean/Chair will also appoint an **Administrative Coordinator** in their area who will work closely with the ISSS team in the CGE to ensure that all logistical details are being considered and addressed. This includes, but is not limited to airport pick up, securing temporary housing upon arrival, and helping the scholar locate permanent housing for the duration of their stay.

For Scholars staying at Gonzaga for less than one week, the appointment of a **Faculty Host** and **Administrative Coordinator** takes on a different tone and visa type because of the short period of stay. The appointed **Faculty Host** and **Administrative Coordinator** will be named in the invitation letter along with their email contact information. The ISSS team has information and resources that will be made available to the **Administrative Coordinator** upon request.

STEP 4: U.S. VISA PROCESS

Once the Provost has signed the letter of invitation, the U.S. visa acquisition process begins.

- If the Scholar is not compensated by Gonzaga, and is therefore not considered a Gonzaga employee, ISSS staff in the CGE handles the visa process internally.
- If the Scholar is compensated by Gonzaga, and is considered a temporary Gonzaga employee, HR staff will handle this process.

STEP 5: MAINTAIN COMMUNICATION

Once the invitation has been issued, the **Faculty Host** should maintain regular contact with the Scholar to make sure that any questions or concerns they may have about coming to Spokane are addressed. Typically, this involves concerns over where they are going to live, and how they will get their work done. Sometimes family members accompany Scholars, who need to be accommodated in terms of schooling, language study, etc. **The CGE will provide you with a checklist to follow to ensure smooth onboarding.**

CGE will also maintain communication with the invited Scholar, to help them prepare for arrival in the U.S. The CGE will provide guidance and advice to the Scholar, and field general questions about living in the U.S., expectations about professional life at Gonzaga, etc. through a required orientation. The **Faculty Host** will be consulted if a question necessitates their interaction, and the **Administrative Coordinator** and **Faculty Host** will be copied on appropriate communications between CGE and the invited scholar.

STEP 6: PLAN FOR ARRIVAL

The week of arrival for any visitor to a new country can be stressful. The roles of the **Faculty Host** and the **Administrative Coordinator** are intended to help the Scholar acclimate and adapt to Spokane and Gonzaga.

The **Faculty Host** should plan to spend the first week after the scholar's arrival taking the Scholar shopping for groceries, household items (if necessary), and helping them set up bank accounts, learn the public transportation system in Spokane, etc.

In addition, the **Faculty Host** should plan some fun activities to help acclimate the Scholar to Spokane and Gonzaga, help the Scholar to prioritize meetings, and alert the Scholar to appropriate departmental meetings and events as appropriate. Please take this opportunity to introduce the Scholar to as many people as you can and focus on helping them feel comfortable in their new environment.

Refer to the descriptions of responsibilities for the **Faculty Host** and **Administrative Coordinator** roles below. These responsibilities are all in collaboration with the CGE. The CGE will provide guidance and advice to **Faculty Hosts** and **Administrative Coordinators** throughout the entire process. For example, the ISSS team is available to consult and make recommendations for temporary housing upon arrival; methods for helping the scholar identify permanent housing, and other logistical needs. If necessary, and after consultation, the CGE may be able to identify a graduate student or other person who can help, but again, it is important that the School/College and academic department be intimately involved in the process of welcoming the Scholar to Gonzaga and to Spokane. The Scholar will be asked to attend an ISSS orientation and immigration information session.

Please contact the Center for Global Engagement (cge@gonzaga.edu) for an appointment to explore ideas or to explore inviting a Scholar to Gonzaga.

Guidelines for Faculty Hosts

Before arrival:

- Via email, get to know the Scholar, asking further questions if necessary to design a Gonzaga experience that suits the Scholar's needs and Gonzaga's expectations. Explore ways that the Scholar may be able to contribute to the Gonzaga, and encourage the Scholar to come prepared to share, perhaps by giving one or more guest lectures, speaking to certain classes, or a campus event, etc.
- Share information about conferences or other special events on campus in which the Scholar might be interested, especially departmental programming, guest lectures and even departmental meetings.

After arrival:

- Arrange for someone to meet the Scholar at the airport upon arrival. This is a shared responsibility with the **Faculty Host** and the CGE; if necessary, the CGE has an airport pickup service that can be provided. This must be arranged in advance. Because this is a less personal airport pickup service, the **Faculty Host** should plan to make a personal visit with the Scholar in the hours after they are settling into living quarters, to ensure that they are settling in well.
- Meet the Scholar to design a Gonzaga experience appropriate to the amount of time the Scholar will spend on campus to fulfill the Scholar's goals.
- Work with CGE to co-host an event (dinner, coffee, etc.) that will welcome the Scholar to our campus and introduce them to a wide range of relevant people at Gonzaga.
- Introduce the Scholar to relevant faculty and administrators (professors who teach classes that the scholar may audit, administrators, persons in nearby universities from whom the Scholar can also learn, etc.).
- Suggest activities that will help the Scholar improve competence, build confidence in English, and achieve the scholar's goals. The following are examples:
 - Observe faculty meetings (departmental, school-wide, etc.).
 - Audit a class, whether for one or two sessions or, if permitted, an entire term (courses may be selected on basis of content or pedagogical styles).
 - Give a lecture to a class general audience.
 - Team-teach a class for a period.

During the residency at Gonzaga:

- Schedule regular meetings to discuss activities and experiences during the past week and discuss the coming week's schedule of activities.
- Work with the Scholar to set goals for the visit and determine how and when they will be measured. It may be helpful for the Scholar to keep a list of goals and a log of activities for periodic review.
- Participate in public events and lectures in which the Scholar is involved.
- As the Scholar prepares to return home, plan for farewell ceremonies, dinners, and celebrations of what has been accomplished and if appropriate, how the newly established relationship will persist into the future.

Guidelines for Administrative Coordinators

Before Arrival:

- Contact the Scholar via email as soon as possible and communicate as needed. Provide information about host institution via website and/or catalog.
- Work with ISSS (if not compensated by Gonzaga) or HR (if compensated by Gonzaga) to guide the Scholar through the passport and visa process and procure necessary visa documents in a timely fashion. This is mostly handled by ISSS, but the **Administrative Coordinator** should become familiar with the process.
- Communicate with the Scholar about the school calendar, suggest arrival and departure dates, and coordinate air travel to the host institution and back.
- Arrange for the Scholar's housing. The CGE can provide ideas and tools for the **Administrative Coordinator** regarding housing, but generally this needs to be handled/addressed before the Scholar arrives.
- Ideally the Scholar should have a private bedroom and bath, with access to cooking facilities, or have a studio or one-bedroom apartment or share a larger apartment. If choices of housing are available, consult with the Scholar regarding their preference. In cases where the Scholar wishes to improve their English, having an English-speaking roommate or staying with a host family can be an advantage. Sometimes Scholars prefer to have a roommate or to live in a house with others rather than live alone.
 - Housing should include internet access.
 - Housing should be minimally furnished, including bedding.
 - Housing should include a kitchen and basic cookware.
 - Housing should be on campus or conveniently accessible by walking or public transportation, if possible.
 - Gonzaga has limited housing options on campus, so keep in mind that you might need to enlist the assistance of a rental management company or other landlord.

After Arrival/Immediately before:

- Arrange for someone to meet the Scholar at the airport upon arrival. This is a shared responsibility with the **Faculty Host**; however, if necessary, the CGE has airport pickup services that can be requested. However, it is recommended that either the **Faculty Host** or **Administrative Coordinator** visit with the Scholar in the hours after they are settling into living quarters.
- Arrange for the Scholar to have office space on campus, which should include a desk, telephone, and computer. Some Scholars will prefer to bring their own laptop. A desk in a shared space with faculty or graduate students is fine, and scholars often prefer to share space with others.
- Support the **Faculty Host** in executing their responsibilities, without doing it for them, after the Scholar's arrival.