Visiting Scholar or Visiting Researcher
Departmental Checklist

Visitor: ________________________________ Arrival Date: ____________________________

Sponsor: _______________________________ Host Department: __________________________

Sponsor and Host Department shall be responsible for the following:

☐ Sponsor review of NDSU Policy XXX: Visiting Scholars and Visiting Researchers

☐ Appointment Information
   Name: ____________________________________________
   Position/Title while at NDSU: ________________________________
   Appointment Term from: ____________ through: ____________

☐ Sponsor complete Visiting Scholar or Visiting Researcher Request Form (VSVR)

☐ VSVR Request Form routed for approvals through
   ☐ Chair/Head of Host Department
   ☐ Dean of College
   ☐ Export Control Officer
      ■ Restricted Parties’ Screenings Completed
      ■ Email VSVR to ndsu.exportcontrols@ndsu.edu
   ☐ Provost

☐ Sponsor forward copies of fully executed VSVR Request Form to
   ☐ Office of Global Outreach (for non-US citizens and non-green card holders only)
   ☐ Technology Transfer Office (for any Project Specific concerns)

☐ VSVR Offer Letter/ Invitation Letter
   ☐ Signed by Host Department Chair
   ☐ Approved by College Dean
   ☐ Delivered to VSVR

☐ Immigration Matters, if applicable
   ☐ Visa application
   ☐ Health and other Insurance coverage
☐ Memorandum of Understanding
  ☐ Prepared by Host Department
  ☐ Delivered to VSVR
  ☐ VSVR signed
  ☐ NDSU signed

☐ Assignment of Intellectual Property Rights, if applicable
  ☐ Completed by VP Research, Technology Transfer Office

☐ Confidentiality Agreement, if applicable
  ☐ Completed by VP Research, Office Sponsored Projects

☐ Human Resources for VSVR that will be NDSU employees
  ☐ Payroll setup
  ☐ Benefits setup
  ☐ Other hiring forms as requested

Upon Visiting Scholar or Visiting Researcher arrival:

☐ Meet with the Faculty Immigration staff, as necessary
☐ VSVR Liability Agreement (including Criminal Disclosure Form) completed upon arrival and prior to any activity on NDSU campus

☐ Assignment to office or work space/desk

☐ Computer, internet access, phone and office supplies

☐ Guidance to VSVR in obtaining:
  ☐ NDSU ID card
  ☐ NDSU email account
  ☐ Access to appropriate buildings/labs
  ☐ Parking
  ☐ Library access
  ☐ Wellness Center access

☐ Ensure completion of all required training:
  ☐ Baseline Safety Training
  ☐ Sexual Harassment Training
  ☐ Supervisor Safety Training
  ☐ Laboratory specific training
  ☐ Other task specific training

☐ Continued Assistance to VSVR for duration of the VSVR appointment