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