

EVP for Visiting International Researchers, including Students

Application Form

For **NEW** applications: Please fill out all sections *except* for the extension section.

For **EXTENSIONS**: Please fill out all sections *including* the extension section.

TO BE FILLED OUT BY THE FACULTY SPONSOR

Visitor Information

Last Name (as in passport)	
First Name (as in passport)	
Middle Name (if applicable)	
Country of Citizenship (if more than one, please include all and note passport country)	
Date of Birth (MM/DD/YYYY)	
Residential Address	
Mailing Address (if different)	
Email Address	

Start and End Dates for Visiting Appointments:

- All visiting appointments must start on either the 1st or 15th of each month. Visiting Students must be enrolled in the visiting student researcher placeholder course at Northeastern University during the academic term and remain enrolled for a minimum of 3 weeks and maximum of 1 calendar year.
- *NOTE: At the time that this completed application and required documentation are submitted to the Provost Office for review, the start date below must be at least 6 months in the future.**

Proposed Appointment Start Date (MM/DD/YYYY)	
Proposed Appointment End Date (MM/DD/YYYY)	

Faculty Sponsor Information	
Last Name:	
First Name:	
Department:	
College/School (abbreviated):	

PLEASE NOTE:

- This application must be submitted **at least 6 months** prior to the proposed visitor's **start date** to accommodate Department of State (DOS) visa adjudication timelines. Applications with start dates sooner than 6 months will not be reviewed.
- Individuals from restricted countries may be unable to obtain visas due to travel bans. Other visitors may expect 1 year plus visa wait times due to enhanced government security screening which can significantly delay appointment start time. Please refer to the [OGS website](#) for current guidance.

APPOINTMENT EXTENSION REQUESTS ONLY			
What type of visitor is requesting the extension?	☐ Visiting Student	☐ Visiting Scholar	☐ Visiting Faculty
If this visitor is applying for an extension, please describe in detail:			
Rationale for the requested extension			
What will the visitor do during the extension?			
Start and end dates of requested extension:			
Start and end dates of current/previous appointment(s):			
Required: Attach all previous appointment letters.			

TYPE OF INTERNATIONAL VISITOR

VISITING INTERNATIONAL FACULTY

Appropriate for individuals with a faculty position at an institution outside the U.S. coming temporarily to NU to teach or conduct research. The visiting international faculty must provide an employment verification letter confirming they will retain their position at their home institution and intend to return to their position.

*NOTE: If this is a paid faculty position, such as visiting lecturer or visiting assistant professor, posted through Human Resources, **STOP** and follow the university's standard HR hiring procedure.*

Please indicate whether the visiting international faculty will be paid by Northeastern University.

- ☐ **NU PAID** Visiting Faculty
- ☐ *NU funding only*
- ☐ *Combination of NU and external funding*
- ☐ **UNPAID** Visiting Faculty

VISITING INTERNATIONAL RESEARCH SCHOLAR

Appropriate for post-PhD graduates and industry professionals employed abroad in a research role and temporarily coming to NU to temporarily engage in research activities.

- If the visitor has a Ph.D., there are no minimum years of experience required.
- If the visitor's highest earned degree is a Master's degree, a minimum of 2 years of post-degree research is required.
- If the visitor's highest earned degree is a Bachelor's degree, a minimum of 5 years of post-degree research is required.
- The visiting researcher must provide an employment verification letter confirming they will retain their position at their home institution and intend to return to their position.

*NOTE: If this is a paid research staff position posted through Human Resources, **STOP** and follow the university's standard HR hiring procedure.*

Please indicate whether the visiting international research scholar will be paid by Northeastern University.

- ☐ **PAID** Visiting Research Scholar
- ☐ *NU funding only*
- ☐ *Combination of NU and external funding*
- ☐ **UNPAID** Visiting Research Scholar

Note: If the visiting research scholar is to be paid by the faculty sponsor, please use the Visiting Appointment Pay Scheme to determine hourly pay (available [here](#)).

VISITING INTERNATIONAL STUDENT RESEARCHER

Appropriate for individuals currently enrolled in a Ph.D., master's or bachelor's degree program at an institution abroad and coming to NU for up to 1 year to engage in research activities in furtherance of their educational objectives and degree program.

Visiting Students will be enrolled in a visiting student research course at Northeastern University during the first academic term of their visit and remain enrolled for a minimum of 3 weeks and maximum of 1 calendar year.

Note: Visiting students must provide an academic enrollment letter evidencing continued enrollment at their home institution and confirming intent to return to continue studies at the home institution.

Please indicate whether the visiting student will be paid by Northeastern University?

Note: Per Department of State J-1 regulations, visiting students must have no more than 50% of funds from personal/family sources.

- ☐ **PAID** Visiting Student
- ☐ *NU funding only*
 - ☐ *Combination of NU and external funding*
- ☐ **UNPAID** Visiting Student

Note: If the visiting student is to be paid by the faculty sponsor, please use the Visiting Appointment Pay Scheme to determine hourly pay (available [here](#)).

Required funding information. Please confirm by checking the applicable boxes:

- ☐ The visitor can demonstrate financial ability to meet the [minimum requirements](#) for the J visitor category set by the Office of Global Services (OGS) for the duration of their visit.
- ☐ If the visitor is a student, no more than 50% of the minimum financial requirements will come from personal or family funds. If not confirmed, the application will be returned.

VISITOR BACKGROUND

Highest educational level obtained or working towards

☒ BS/BA ☐ MS/MA ☐ PhD

If visitor holds a PhD or other doctorate degree, provide the name of the institution of PhD conferral

For Visiting Research Scholars only: enter the number of years of experience the visitor has in their field of research after earning their highest level degree. The minimum requirements are below: • Bachelor's: 5+ years • Master's: 2+ years • Doctorate: No minimum	
Has the visitor been affiliated with Northeastern previously?	☐ Yes ☒ No If yes, please explain:
Please attach visitor's CV (required) Name and country of visitor's current institution or place of employment:	
Details of Visit	
Detailed description of research, including any connections with faculty sponsor's current research:	
Basis for visit – colleague recommendation, research partnership, request initiated by visitor, etc.:	
Physical location assigned to visitor (building name, room and type [e.g.: cubicle, shared office, other workstation])	

NOTE: Per State Department regulations, fully remote teaching or research activities are not permitted for J-1 visa holders, who are required to be fully in-person or hybrid (at least 3 days/week in-person). Inability to meet the in-person requirement will result in a violation of J-1 status for visiting professors, researchers and students. Refer to OGS for additional guidance.

Some training may be required for visitors, including those working in either computational or physical labs. Please indicate any and all anticipated training required by visitor:

- | | |
|---|--|
| ☐ CITI (research ethics) | ☐ Biosafety |
| ☐ Human Subjects | ☐ Chemical Safety |
| ☐ Data Security | ☐ Other (describe): |

Anticipated hours/week visitor will dedicate to efforts described above (*not to exceed 20 hours/week for Visiting Students*):

Please describe financial support to be provided by sponsoring faculty member and description of activity justifying that support (if applicable)

For paid visitors only: please provide details of the faculty sponsor's current grant support that will be funding the visitor's salary (including funding agency or other entity, title of project, start/end dates, and percent effort per grant)

Please specify other financial support sources (e.g., personal and family funds, company/employer funds).

- Please indicate the type of support (award, scholarship, home institution, personal bank account, etc.)
- Please indicate the amount (in USD) of funding for each source.
- Visiting students must have more than 50% of funds from non-personal sources per J-1 requirements.
- **Note: do not include personal bank statements in the EVP packet. If applicable, these will be requested by OGS via encrypted platform.**

Faculty Sponsor's Current Visitors		
Full Name	Title	Campus Location
Visitor Type (Student, Scholar, Faculty)	Dates of Visit	Home Institution
Full Name	Title	Campus Location
Visitor Type (Student, Scholar, Faculty)	Dates of Visit	Home Institution
Full Name	Title	Campus Location
Visitor Type (Student, Scholar, Faculty)	Dates of Visit	Home Institution
Full Name	Title	Campus Location
Visitor Type (Student, Scholar, Faculty)	Dates of Visit	Home Institution

SIGN-OFF BY FACULTY SPONSOR AND UNIT HEAD

I acknowledge that the proposed visitor is required to comply with the below conditions and that I am responsible for informing them of the conditions of their visit. I agree to notify the proposed visitor of applicable university policies, including but not limited to, the Policy on Appropriate Use of Computer and Network Resources, the Policy on Equal Opportunity, and the Policy on Sexual Harassment.

Check each item below to confirm.

The visitor shall:

- ☐ Comply with all conditions of the appointment letter.
- ☐ Comply with all applicable university policies.
- ☐ Not work on research that may be restricted by export control regulations or the university's intellectual property policy without express written authorization from the AVP for Research Compliance.
- ☐ Not work on any funded research where the funding source prohibits J-1 visa holders to be involved.
- ☐ Be engaged in research in a fully in-person or hybrid format (at least 3 days per week in-person at the identified site of activity) per J-1 regulations.

I confirm that the information provided above regarding the visitor is true and accurate to the best of my knowledge:

Faculty Sponsor

Signature:

Date:

Printed Name:

Unit Head

Signature:

Date:

Printed Name:

Dean or Associate Dean

Signature:

Date:

Printed Name:

Please submit this completed and signed application form, along with supporting documentation, as one PDF file, on the [Sharepoint site](#).