

CoE Visiting Scholar Guidelines

The College of Engineering hosts many Visiting Scholars each year. Visiting Professors, Visiting Scientists, and Honorary Fellows/Associates who join our departments are expected to contribute to the intellectual life of the College.

Visiting Scholars must be sponsored by a faculty member in the same area of expertise. Some departments accept requests from individuals who do not have faculty sponsors and will redirect such requests to any appropriate faculty members for consideration. In addition to faculty sponsorship, visiting scholar requests require the approval of the faculty member's department chair and/or designated departmental faculty committee. Approval is based on the visitor's qualifications and purpose of the proposed visit. Some departments may expect scholars to present a seminar each semester they are in residence.

International visitors require J-1 visa applications. This requires significant department and campus resources. Faculty sponsors inviting international visitors must plan in advance. If the scholar is being sponsored under a J-1 Visa they must be able to communicate with faculty and graduate students proficiently in English according to the United States Department of State.

(<https://www.ohr.wisc.edu/ifss/imminfo/JScholar/J1%20English%20Proficiency%20Requirement.pdf>)

An international visitor who wishes to enter the U.S. as a J-1 exchange visitor must have at least a master's degree or bachelor's degree with extensive experience in the relevant field of research and intend to engage in a full-time program of collaborative research on the Madison campus.

All applicants for Visiting Scholar status must provide the following as part of the J-1 visa application:

- A Resume or CV
- A detailed research plan
- The proposed dates of the visit (note: appointments are typically not approved for longer than one year)
- Certification of all degrees completed (English Translated)
- Detailed description of financial support
- Space expectations (if any)
- Funding for visa application processing

Once these items are received, the visa application is completed by the campus International Office and the documents are sent to the visitor via Federal Express.

During the visit, the faculty sponsor will be expected to collaborate on the research throughout the visit, introduce the visitor to other departmental faculty, and assist in coordinating any visitor presentations or guest lectures.