Visiting Scholars/Faculty at Penn Engineering

Faculty requests approval from Dept.
Chair
cc: OM and KF



Dept. votes and Chair sends request to Faculty Affairs cc: OM, KF



Faculty Affairs approves
Chair sends offer letter
to scholar
cc: OM, KF



KF meets w/scholar, goes over maintaining status, travel, deadlines, Penn card, and other onboarding tasks



KF sends DS-2019 to scholar along with visa application instructions



KF contacts scholar about J-I visa process and submits DS-2019 request to ISSS

