



Macmillan Scholars Program

Steps for Bringing International Scholars

The Macmillan Scholars Program at the Gund Institute for Environment can support scholars who visit UVM from two days to two semesters.

The stated purpose of the Macmillan Scholars endowment, a major gift from the Macmillan Family, is: "to broaden our understanding of the physical and natural sciences, and their relationship to other academic disciplines, and to close the gap between the sciences and the rest of the academic community."

Learn more at: <https://www.uvm.edu/gund/visiting-scholars>

Steps for Bringing International Macmillan Scholars to UVM

A. Application and Review

1. Gund Fellow Nominator submits a nomination letter and budget via InfoReady.
2. Gund reviews and accepts or declines.
3. Gund provides Gund Fellow Nominator (Host) with chartstring for approved budget, combocode for temporary employee, and chartstring for the SEVIS payment.
 - a. A SEVIS fee activates the DS-2019 form.
4. The Host contacts the host unit and begin the processes described below.

B. Offer Letter

1. The host unit develops and has signed an offer letter based on the approved nomination letter and budget.

C. Visa Request Process – Host Unit’s Human Resources Person, part 1

1. The host unit must request the J-1 visa and is responsible for following through on the multiple steps until the International Scholar is approved, hired, onboarded, and paid. **Depending on the International Scholar’s country, this process can take several months, so it is better to start this at least 6 months in advance. UVM only has control over the documents we issue (turned around by the OIE in two weeks), and then the process is with the US consulate or embassy abroad and at the mercy of their processing timelines.**
2. International Macmillan Scholars must obtain a J-1 visa in order to hold an academic position at UVM. Read more on the OIE’s website at Visiting Scholars / Hiring Hosting Units / J-1 visas (<https://legacy.drupal2.uvm.edu/oie/j1>).
3. Host units will [follow the instructions for using the visa application program called iStart here](#). If this is the host unit’s first time, go to “First-Time Access” under “Unit Access.” Note the request should be made by the departmental business administrator, *not* the hosting faculty member.
4. Complete the applicant access form on Istart website.

D. Visa Request Process – International Scholar, part 1

1. The International Scholar completes all required iStart forms with details about their biographical information, credentials, and US immigration history. The Scholar can direct questions to internationalscholars@uvm.edu.

E. Visa Request Process - Host Unit’s Human Resources Person, part 2

1. Host unit completes the following forms:
 - a. Review of Request
 - b. Information About the Position, which includes submitting the signed offer letter.
 - c. The Gund Institute will pay for the International Scholar’s visa SEVIS fee. Reach out to Office Manager (Benjamin.Morgan@uvm.edu or gund@uvm.edu) for a chartstring.
 - d. Financial Support and Funding, which includes information from the original proposal and must be in line with visa requirements stated in this section. Documentation from the offer letter or approved budget can be used.
 - e. J-1 Compliance Certification (faculty host/supervisor) with host information – this routes an email to the faculty host to sign off.
 - f. J-1 Compliance Certification (unit chair) – this will route an email to the chair AFTER the faculty host has signed off their forms. Chair must sign off.
 - g. Complete Submission Documentation – note that this form will not be available until after the international visitor and the faculty host and unit chair forms have been signed off on.

F. DS-2019 Request Process – OIE

1. OIE reviews the host unit submission. Completed requests are reviewed and processed within 10 business days if the information needed is complete.
2. OIE sends the “DS-2019 Form Certificate of Eligibility for Exchange Visitor Status J-1 Nonimmigrant” to the International Scholar electronically.
3. OIE pays the SEVIS payment using the Gund’s Macmillan Scholar chartstring.

G. J-1 Visa Request Process – International Scholar, part 2

1. The International Scholar requests a J-1 visa appointment at a US consulate or embassy abroad. **Depending on the country, this process might take up to 3 months, so it is better to start this 4–5 months in advance.**
2. **Details about applying for the J-1 visa are found here: <https://www.uvm.edu/oie/visascholar>**
3. Once visa is approved, the International Scholar should communicate with the host, host unit, and the iStart program.
4. The Gund Institute can reimburse the International Scholar for the visa application payment upon the Scholar’s arrival to UVM campus.

H. Entering the USA – International Scholar

1. The Scholar can enter the US up to 30 days before their UVM program starts but cannot start UVM activities until the program start date.
2. The OIE will communicate to the International Scholar which documents they should bring with them. In general, **the document must be the original form and will be requested by the immigration officials.**

I. Upon arrival at UVM – Host and Host Unit’s Human Resources Person

1. Host:
 - a. Welcome and orientation regarding non-UVM business processes.
 - b. Introduction to Host Unit’s Human Resources Person.
2. Host Unit’s Human Resources Person: Welcome and orientation regarding UVM business processes, including the following:
 - a. Host and Request a UVM NetID for the Scholar and share with them.
 - b. Ensure Scholar has access to UVM email with NetID. Important information (tax deductions, Catcard, FNIS forms) is sent to this UVM email address, among other time-sensitive communications, so access for visiting scholars is extremely important.
 - c. Ensure Scholar is on UVM Payroll; tell Scholar their employee id number and explain any needed PeopleSoft HR and payment processes. Note that local banks will not open bank accounts for people who will be in Vermont for less than 3 months, so paychecks can be either picked up at Waterman or mailed to a local address. Coordination regarding the final paycheck may be advisable at this time.
 - d. Explain or help the Scholar receive a digital CATcard, and make sure access to appropriate buildings is granted.
 - e. Accompany International Scholar to OIE office on first day of work.

J. Upon arrival at UVM – International Scholar and OIE

1. OIE Check-in.
 - a. I-9 will be completed for all new visitors. Scholars should bring their original immigration documents to this appointment (passport, visa, DS-2019). Prior to appointment, visitors will have needed to complete their online iStart check-in; instructions will go via email.
 - b. The OIE representative will explain important information related to maintaining the J-1 visa status and will review information previously provided via the iStart system (ex: health insurance coverage). OIE advises on applying for an SSN for visitors who have not already had one from a prior visit.
 - c. OIE will file transfer the I-9 to HRS.

K. Departure – International Scholar and OIE

1. Ensure final payment is arranged with payroll.

Thanks to all—International Scholars, Host, Host Units, and OIE—for enriching the UVM community through the Scholar’s visit.