Visiting Scholars Policy and Program Information
January 31, 2017

Visiting Scholar Policy
Teachers College (TC) welcomes visitors who do not hold academic appointments at the College to come to TC, for a specific period of time, to facilitate their research and to participate in the activities of the College. To accommodate the needs of these individuals and to recognize their contribution to the intellectual life of the College, TC confers Visiting Scholar status with limited benefits and privileges according to the policies and procedures described below.

Eligibility for TC Visiting Scholar Status
Visiting Scholars generally hold a doctorate from a regionally accredited higher education institution in the United States or its equivalent in another country, and are on leave from a full-time faculty appointment at the institution where they are employed. In exceptional cases, a recognized expert in the field may also be nominated for Visiting Scholar status.

Practicing professionals, creative artists, former government officials, international officials (from entities such as the UN), leaders of NGOs, TC doctoral alumni and staff who are engaged in research/teaching of special interest to a Teachers College faculty member and are approved by the College may also be eligible for Visiting Scholar status.

An individual who is not eligible for visiting scholar sponsorship but is currently a doctoral student at a regionally accredited institution within the United States, or its equivalent from a country other than the United States may apply to the College’s non-degree program. For details, please see the Visiting Doctoral Students Policy at http://www.tc.columbia.edu/policylibrary/vice-provost/visiting-doctoral-students/

Faculty Host
Visiting Scholar status is conferred by the Executive Director of International Affairs on behalf of the Provost and Dean of the College.

An individual who wishes to be a Visiting Scholar must be recommended by a faculty member in whose academic discipline the scholar has an interest. The faculty host must be in residence during the visiting scholar’s approved period of stay and is responsible for facilitating mutually beneficial interactions between the Visiting Scholar, faculty colleagues and students. Visiting Scholars are encouraged to participate in scholarly presentations at the College and to present a summary report on their experience at Teachers College. Directors of TC Institutes and members of Senior Staff may also recommend individuals for Visiting Scholar status.

Administrative Fee
Please note that applications received after February 1, 2017 will be assessed a nonrefundable administrative fee of USD$400 for first time applicants and a nonrefundable renewal fee of USD$100 for extension applicants. Scholars whose application is approved will receive a link via email to access the online payment site, Cashnet. The Cashnet payment site only accepts credit cards (VISA, Mastercard, American Express, Discover, Masterpass). Scholars unable to
pay by credit card may submit payment via wire transfer. Please contact the program manager, Blessing Nuga (Nuga@tc.columbia.edu), for the TC wire transfer form. If paying by wire transfer, please allow 1-2 weeks for processing. Also note that some banks may charge an additional fee for international wire transfers; please check with your banking institution to verify this. Please make sure that the email address on your application is correct, as the Cashnet access link will be sent directly to this address.

**Visiting Scholar Privileges at TC**

Visiting Scholars receive the following privileges at Teachers College.

- University ID (or UNI) for access to electronic resources and a TC G-mail account.
- Access to Teachers College and Columbia University libraries with some restrictions during periods of examination or special events.
- Auditing of classes with the instructor’s permission.
- Attending open lectures.

Individuals may be granted Visiting Scholar status for up to one year. The designation may be renewed for no more than one additional year with approval of the faculty host and payment of the $100 renewal fee. "Visiting Scholar" is a courtesy designation and does not signify a formal association with the College. No official records are maintained and no statement of activities is issued.

Visiting Scholars are not compensated and are not eligible for College or University health insurance. Scholars are responsible for arranging their own financial support and insurance. They may receive honoraria for participating in a conference or for giving an occasional lecture if they are citizens or permanent residents or, in the case of non-resident aliens, if they have an appropriate visa and the prior authorization of the Director of the Office of International Services. Visiting Scholars may not be compensated from a Teachers College account; given a TC fellowship or reimbursed for expenses without prior approval of the Executive Director of the Office of International Affairs.

Prospective visitors wishing to enroll in classes for credit at TC should request an application for non-degree student status from the Office of Admissions, [www.tc.edu/admissions](http://www.tc.edu/admissions). Individuals in F-1 or J-1 student status are not granted Visiting Scholar privileges and must be full-time students.

Contact the Office of International Services, [www.tc.edu/international](http://www.tc.edu/international) for more information.

**J-1 Visa Sponsorship for Foreign Nationals**

Foreign nationals ordinarily need a J-1 (research scholar category) visa to visit Teachers College. Upon receipt of all documentation required by the U.S. government, the Office of International Services will issue a Form DS-2019 to support the J-1 visa application. Federal regulations require that applicants for J-1 status have sufficient funds for the period of stay at Teachers College and meet the medical insurance requirements of the U.S. Department of State. The Visiting Scholars Form DS-2019 Application is available from the Office of International Services; this office can provide additional details on complying with these requirements.
Please note that as of May 15, 2015, prospective Visiting Scholars applying for J-1 visa sponsorship from Teachers College are required to demonstrate English Language proficiency.

All Visiting Scholars on a J1 visa sponsored by TC must check-in with the Office of International Services upon arrival to receive a welcome orientation.

An individual interested in Visiting Scholar status should contact:

Ms. Blessing Nuga  
Office of International Affairs  
Teachers College, Columbia University  
Tel/fax: 212-678-4010  
Email: nuga@tc.columbia.edu  
[http://www.tc.edu/oia/](http://www.tc.edu/oia/)
Please type (or neatly print) information

I. PERSONAL INFORMATION

☐ Male  ☐ Female

Family Name  Given Name  Middle / Other

Date of Birth: _____ / _____ / ______ in ____________________________
Month  Date  Year  City  Country

I am a citizen of: ___________________ and a legal permanent resident of: ___________________
Country  Country

Occupation in home country (e.g., Professor, Dean): ________________________________

Current mailing address: _______________________________________________________
Street / Office  Suite / Apartment / Floor
City  Province  Country  Postal Code

E-mail: ____________________________  Tel: ________________________________

Foreign address: __________________________________________________________
Street / Office  Suite / Apartment / Floor
City  Province  Country  Postal Code

Highest degree obtained: ___________________________  In what field? ___________________________

(Or anticipated degree and degree date if pending: ________________________)

Current occupation in home country: ___________________________

(If doctoral candidate, please indicate) ___________________________
II. CITIZENSHIP STATUS

☐ US Citizen/Permanent Resident

☐ International Scholar: Type of visa/status: ___________________
  Will you require visa sponsorship from Teachers College?
  ☐ No: ___________________
  ☐ Yes: ___________________

If you are applying for TC Visiting Scholar status and, if approved, will require visa sponsorship from the College, please complete the J1 Visiting Scholar Form DS-2019 Application (Exchange Visitor Status for Visiting Research Scholars and Faculty Form) to request the DS-2019. Please attach your Visiting Scholar approval letter if received.

J-1 Visa English Language Proficiency Requirement: A new provision of the Department of State Federal Register [79 FR 60294, 60301] (dated October 6, 2014)) requires sponsors of J-1 visas to use "objective measurements of English language proficiency" to determine an applicant's language ability.

In compliance with Federal law, Teachers College requires one of the following language measures:

1. Submitting official scores from an English language test (TOEFL – minimum score of 100 or IELTS – minimum score of 7.0).
2. A copy of the transcript from an English-speaking institution or English language school that you have attended.
3. A documented person-to-person interview with your Teachers College faculty host that confirms your English language proficiency.

Evidence of English Language Proficiency
[for applicants requesting J-1 visa sponsorship only]

Instructions: Please check one of the following and submit documentation with this application.

☐ TOEFL Exam (minimum score required is 100)
  Date of exam ___________________
  Score ___________________

☐ IELTS Exam (minimum score required is 7.0)
  Date of exam ___________________
  Score ___________________

☐ Transcript from an English-speaking institution or English-language school

☐ I have none of the above. I am requesting an interview with my faculty host to meet this requirement.
III. SCHOLAR AND HOST INFORMATION

1. SPONSORING Department at Teachers College (check only one):
   ☐ Arts & Humanities    ☐ Biobehavioral Sciences
   ☐ Counseling & Clinical Psychology ☐ Curriculum & Teaching
   ☐ Education Policy and Social Analysis ☐ Health & Behavior Studies
   ☐ Human Development ☐ International & Transcultural Studies
   ☐ Mathematics, Science & Technology ☐ Organization & Leadership
   ☐ Other (center/institute): ____________________________

2. Name of TC Faculty Host: ____________________________  
   Check this box if you requesting an extension of your current stay: ☐

3. Are you a returning TC visiting scholar?  
   ☐ No.  
   ☐ Yes. Dates of your last visit: ___/___/______ to ___/___/______  
         (MM/DD/YYYY) (MM/DD/YYYY)

4. Are you a currently a Visiting Scholar at another U.S. institution?  
   ☐ Yes. (Please note: If you require TC J1 visa sponsorship, a transfer of J1 sponsorship process may be necessary if granted TC visiting scholar status)  
   ☐ No.

6. Academic term(s) for courtesy designation:
   ☐ Fall    ☐ Spring    ☐ Summer    Academic Year: ____________
   ☐ Short-term courtesy designation: Please list requested dates:  
   ___/___/______ to ___/___/______
         (MM/DD/YYYY) (MM/DD/YYYY)

   Note: One, one-year renewal may be requested. The application must be received at least 2 months prior to the termination date of Visiting Scholar status. Please check with the Office of International Services for J1 status extension eligibility.

IV. APPLICATION REQUIREMENTS

Please provide the following as PDF attachments:

✔ Plan of research and/or activities at Teachers College, including your goals and objectives;
✔ A curriculum vitae (CV);
✔ Recommendation letter from your TC faculty host stating the period of visit, the goals and objectives for this visit, and detailing any funding, if applicable; and
✔ Copy of the passport identity and expiration page.
✔ Proof of English language proficiency (for applicants requesting Teachers College J-1 visa sponsorship only).
✔ $400 administrative fee: ☐ Credit Card ☐ Wire Transfer (check one only)
1. Important notice for all INTERNATIONAL visiting scholars only:
   a) The Department of State (DoS) requires that all international visiting scholars and their J-2 dependents carry health insurance for the full duration of their visit/program. The coverage must begin on the date of your arrival to the United States. For DoS health insurance requirements and information on how to obtain health insurance, please contact the Office of International Services at tcintl@tc.columbia.edu.
   
   b) If you require TC visa sponsorship, please download the Visiting Scholar DS-2019 Application.
   
   c) To be eligible for Teachers College Visiting Scholar J-1 visa sponsorship, you must meet the English language proficiency requirements. Teachers College uses the TOEFL or the IELTS for its degree and non-degree applications and recognizes these exams as effective language tests. Applicants applying for J-1 visa sponsorship are required to include one of the following with their application.
      i. Official TOEFL exam score (minimum score 100)
      ii. Official IELTS exam score (minimum score 7.0)
      iii. A transcript from an English-speaking institution or English language school that you have attended
      iv. A documented interview conducted by your Teachers College faculty host

2. Important notice for ALL visiting scholars:
   If you are approved as a TC Visiting Scholar, you will be responsible for notifying the Office of International Affairs if you intend to modify the dates of your visit, or if you wish to extend your visit. For extensions, please submit an updated letter from your TC faculty host expressing their interest to extend your visit. This must be received at least 2 months prior to the end of your current approval date.

3. Criminal Record:
   Have you ever been convicted of a violation of the law (excluding traffic violations, arrests, detentions, or dispositions regarding any violation of law in which no conviction resulted, or any convictions which have been sealed, expunged, or statutorily eradicated)?
   □ No
   □ Yes (If yes, please explain on a separate document.)

I certify that answers given herein are true and complete to the best of my knowledge, and that the attached curriculum vita is up-to-date. I authorize investigation of all statements contained in this application for a visiting academic courtesy designation as may be necessary in arriving at a decision. I understand that this application is not intended to be a contract of employment. In the event of approval, I understand that false or misleading information given in my application or interview(s) may result in termination of my visiting academic status at Teachers College. I understand, also, that I am required to abide by all rules and regulations of the College.

_____________________________________________________________
Signature

______________________________
Date