

## INTENTION TO HOST INTERNATIONAL VISITOR(S)

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**Instructions:** Please use this form to indicate your intention to invite an international visiting scholar or faculty member to campus. IPO will use the information provided to determine the appropriate visa category for the visitor.

Submitted by: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please provide the following information.

1. Visiting Faculty/Staff

a. Name: \_\_\_\_\_

b. Visiting Faculty/Staff Citizenship: \_\_\_\_\_

c. Visiting Faculty/Staff Country of Residency: \_\_\_\_\_

d. Visiting Faculty/Staff Email Address: \_\_\_\_\_

e. Visiting Faculty/Staff Home Institution/Program: \_\_\_\_\_

2. Is the visitor currently in the United States?:

No

Yes

➤ If YES, please indicate if the visitor's visa status (if known): \_\_\_\_\_

3. Term of Visit:

Fall    Wintersession    Spring    Summer    Year    Other

4. Expected dates of visit: \_\_\_\_\_ to \_\_\_\_\_

5. Visitor Activity During Visit:

Teach    Training/Workshop(s)    Seminar    Single Lecture    Collaborate on research  
 Observation    Other (please specify): \_\_\_\_\_

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6. Payments: Will your visitor receive any payments from SUNY Cortland or other organizations during their visit, for example, salary, honorarium, consulting fees, travel expenses? **Important:** Please note that the federal immigration regulations prohibit or allow payments to non-immigrants, depending on their immigration status. It is therefore essential that you contact International Programs immediately if the intended payment status of your visitor changes. If it changes after they are in the U.S., they may not be eligible to receive the intended payment.

- No
- Yes.

➤ If yes, please indicate the type of payment expected:

- Salary
- Honorarium
- Consulting fees
- Full or partial travel expenses
- Other: \_\_\_\_\_

7. Housing: Please note that it is the responsibility of the host department to arrange accommodations for their visitor. SUNY Cortland has two on-campus, single-bedroom faculty apartments available for longer-term visitors who commit to engaging with student residents. The fee is \$250 per month. If the department would like to explore this option for their visitor, please indicate below, and IPO will send you a housing request form. Requests are considered on a first-come, first-served basis, and availability is not guaranteed. IPO will forward it to the provost and Residence Life for review and approval.

- Yes, the visitor may be interested in staying in an on-campus faculty-in-residence apartment. Please send me an On-Campus Housing Request Form.

8. Signatures:

Host Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Unit Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**International Programs Office Use Only:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Visa Category: \_\_\_\_\_ Copy to Requesting Dept: \_\_\_\_\_