THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

INTERNATIONAL EDUCATION

International Visiting Scholar (IV) Admission - Tracking Process

1 — International Volunteer/Visitor

International Visiting Scholar (IV) communicates with UAB Faculty and requests research, teaching, or observership opportunity.

2 — UAB Faculty

UAB Faculty reviews request.

If rejected – UAB Faculty sends denial email to IV.

If Accepted

3 — UAB Faculty

UAB Faculty accepts request and notifies Department Coordinator to process request.

4 — Department Coordinator

Department Coordinator downloads IV Packet (application and required documentation) and helps IV complete packet.

5 — Department Coordinator

Department Coordinator sends IV Packet and documentation to Departmental HR for review and to draft offer letter.

6 — Departmental HR

Departmental HR sends offer letter and IV Packet to International Education (IE) for review and clearance processing. International visiting scholar pays the application fee.

Incomplete offer letter or compliance issue – offer letter sent back to Departmental HR with suggestions.

7 — International Education Office

After receiving application fee, fully signed offer letter and completed IV packet, International Education starts processing international visiting scholar for clearance.

8 — Departmental HR

Departmental HR creates ACT document for approval by Central HR and works with UAB ISSS, UAB EH&S Occupational Medicine and UAB Risk and Compliance Office to clear all requirements.

When all requirements are met, IE sends notice to Departmental HR and ISSS that IV has been cleared.

9 — International Education Office

International Education tracks the IV during and until the end date of the opportunity.

10 — International Education Office

30 days before end date, IE notifies Departmental HR that opportunity is approaching end date and requests status update.

If opportunity is extended beyond original end date, Departmental HR will draft new offer letter and send to IE for clearance (Repeat Steps 6 - 10).

Opportunity Ending

11 — Departmental HR

Departmental HR sends notice to IE, ISSS and Central HR that opportunity is ending. Departmental HR and Central HR initiate Off - Boarding Process.

Off-Boarding includes reporting Foreign Components and addressing potential needs of an MTA, DUA, CDA, MOU or Export Control license.

Opportunity Ends

12 — Departmental HR

Departmental HR retrieves One Card, sends notice to KEYCONTROL to disable access, and terminates IV's ACT document. Central HR sends evaluation to IV and results to Department HR and IE.

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