

# ISSI SCHOLAR



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## *A Step by Step Guide to Appointing an International Scholar* *ISSI Form 512*

The process of appointing an international scholar is a cooperative one, involving faculty, departmental administrators, the provost, human resources and payroll, the SEVIS contact, the International Student & Scholar Institute and of course... the scholar! The following are the suggested steps to be taken to insure that the process runs as smoothly as possible.

### **Step 1- The Appointment Letter**

In most cases, an international scholar will need a formal letter of appointment from the provost stating his/her start and end dates, faculty host and form of payment (if any) e.g. salary, honorarium. From an immigration standpoint, this letter is essential as it formalizes the affiliation between Northeastern and the non-immigrant participant (the scholar) and allows the ISSI to issue of the Certificate of Eligibility which the scholar presents to apply for a J visa.

Since the timeline to complete the hiring process can vary, please submit the hiring packet and the immigration forms as early as possible. Immigration forms will not be processed without a complete hiring packet.

### **Step 2 – Immigration Information**

Each college will have a SEVIS administrative contact and back-up for international appointments. Only these two contacts will have access to Forms A and B (and C- appointment renewal form and D when necessary) and Form 305 (Health Insurance Requirement) to send to the prospective scholar. If a contact leaves the department or NU then the new one will need to be appointed, trained and given access to the forms. *By limiting access to these forms we hope to keep the process sequential and prevent delays and avoid conflicting information by insuring that the personnel and immigration processes are occurring concurrently.*

After it is clear that the academic appointment will go through, the college's SEVIS contact will complete Form A, send the scholar Form B, Form 305 and request the scholar's CV and if applicable, the Short-Term Scholar Category form. When the scholar and contact have all these completed the following five documents may be sent to the ISSI:

1. Draft or copy of final provost's letter
2. Form A
3. Form B
4. Scholar's CV
5. Form 305
6. J-1 Short-Term Scholar Category form (if applicable)
7. Faculty Host Agreement Form