

DETERMINING UK CATEGORY for VISITORS

IMPORTANT: Determining the candidate's UK category is independent of any category listed on the J-1 visa letter and does not necessarily coincide with international center's designation.

Use the following (a-d) to determine the appropriate category. If your candidate does not seem to fit into any of these four categories, please contact Mike Renfro, Associate Dean for Faculty Affairs and Facilities, at michael.renfro@uky.edu.

a. Does the candidate have his/her Bachelor's degree?

If **NO** - then this is a **visiting undergraduate student**, and you should use the Visiting Undergraduate Student procedure and form. The completed paperwork goes to Melissa Brown in the Associate Dean for Undergraduate Education and Student Services (ADUESS) office.

If **YES** - continue.

b. Does the candidate have his/her PhD?

If **NO** - then this is a **visiting graduate student**, and you should use the Visiting Graduate Student procedure and form. The completed paperwork goes to Monica Mehanna in Dr. John Balk's office.

If **YES** - continue.

c. Is the candidate a relatively recent graduate, receiving a post-doc salary, etc.?

If **YES** - then this is a **post-doc**, and needs a post-doc appointment. For assistance contact Joseph Lutz, Director of Postdoctoral Affairs in the Graduate School.

If **NO** - continue.

d. Does the candidate have his/her PhD, is not a post-doc, is affiliated with another institution, and is (typically) not getting paid during their visit to UK?

If **YES** - then this is a **visiting scholar**, and the Visiting Scholar Procedure and form should be used. The paperwork goes to Callie Viens in Dr. Mike Renfro's office.

PROCEDURE - Visiting Undergraduate Student

Visiting Undergraduate Student: The candidate has not yet received a Bachelor's degree from any institution.

IMPORTANT: Before proceeding, please be sure you have correctly identified the visiting candidate's UK category by referring to the first page of this procedure "Determining UK Category for Visitors". Determining a visiting candidate's UK category is independent of any category listed on the J-1 visa letter and does not necessarily coincide with international center's designation.

INVITATION/OFFER LETTER STAGE

- If the person being invited (candidate) is not a US citizen or permanent resident, the first step is to send an invitation/offer letter to the candidate so a visa can be obtained. This is sometimes called the J-1 invitation and/or offer letter, and requires the signatures of the following:
 - **For Departments:** the sponsoring faculty member, Department Chair of the sponsoring faculty member as well as Mary McBeath in the Dean's Office.
 - **For Centers:** the sponsoring faculty member, the Center Director and the Department Chair of the sponsoring faculty member as well as Mary McBeath in the Dean's Office.
- If the candidate is a US citizen or permanent resident, then the Department Chair (or Center Director and Department Chair of the sponsoring faculty member) may sign and send the offer letter directly, it does not need to be signed by Mary McBeath in the Dean's office.

ACCEPTANCE STAGE

- The invitation/offer letter has been signed/dated by the candidate to indicate acceptance and returned to the department/center.

RECORDING STAGE

(Necessary so that we may track our visiting undergraduate students and the length of their respective visits)

- The paperwork required by the College of Engineering to record these visitors is:
 - The signed offer letter (ALL signatures must be present)
 - Resume of the candidate (if available)
 - A completed “Visiting Student Approval” form (undergraduate student)
- The completed paperwork is sent to Melissa Brown in the ADUESS office (melissa.brown1@uky.edu).
- Melissa will obtain the ADUESS signature, and send the paperwork back to the department/center contact.
- The department/center contact should send the approved form and attachments to Valerie Pitts, valerie.pitts@uky.edu.
- For international students, the form also needs to be uploaded into ICAT when requesting J-1 status from International Student and Scholar Services (ISSS). ISSS will not process the paperwork for a J-1 visa until all steps have been completed.

Visiting STUDENT Approval (undergraduate student)

A visiting UNDERGRADUATE STUDENT is any person visiting UK who is enrolled in an undergraduate program at another university (domestic or international), regardless of visa type. Please complete this form, attach the UNDERGRADUATE STUDENT’S official letter of invitation and email to melissa.brown1@uky.edu to obtain COE Associate Dean for Undergraduate Education and Student services level approval.

____ Domestic Student ____ International Student

Visiting UNDERGRAD STUDENT’S Name: _____ DOB: _____

Visiting UNDERGRAD STUDENT’S Email Address: _____

Beginning date: _____ Ending date: _____

Department: _____

Sponsoring faculty member’s name: _____

Explanation of visiting UNDERGRADUATE STUDENT’S work while at UK COE:

APPROVALS:

COE Department Chair Date

ADUESS Date

What to do after the form is approved:

- **UNDERGRADUATE STUDENTS:** Melissa Brown will return the approved form to the dept contact. The dept contact should send the approved form and attachments, international and domestic, to Valerie Pitts for processing.