Department sends completed VPAA40 & necessary documents (visa, passport, government issued visa, etc.) to Academic Resources at Academic.Resources@unt.edu.

Completed CDA and VSA are submitted via email to Academic Resources at Academic.Resources@unt.edu.

Once Academic Resources receives the Signed VSA and CDA from Research & Contracts, they will be forwarded to ISSS for the DS2019 if required. Then the EMPID/EUID is created.

Visiting Scholar receives EMPID/EUID instructions.

Does Visiting Scholar need a DS2019?

Yes

Department requests DS2019 for Visiting Scholar from ISSS (International Student and Scholar Services): https://international.unt.edu/content/host-1-exchange-

Department completes CDA & VSA.

Department completes VPAA40.

Academic Resources sends completed VPAA40 to Research Integrity and Compliance for a Restricted Party Screening.

Academic Resources will send CDA and VSA to Research and Contracts for review/approval of CDA and VSA forms.

Academic Resources sends completed VPAA40 & necessary documents to ISSS (International Student and Scholar Services).

DS2019

Confidential Disclosure Agreement (CDA) and Visiting Scholar Agreement (VSA)

EMPLID/EUID Creation

Does Academic Resource receive the Signed VSA and CDA from Research & Contracts? They will be forwarded to ISSS for the DS2019 if required. Then the EMPID/EUID is created.

ISSS issues DS2019.