Visiting Scholar Process Documentation Flow Chart

VPAA40 and Restricted Party Screening

Visiting Scholar Request & FullBright Scholars

Department completes VPAA40

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

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

DS2019

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-j-1-exchange-visitor

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

NO

Department completes CDA & VSA

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

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

EMPLID/EUID Creation

Once Academic Resources receives the Signed VSA and CDA from Research & Contracts They will be forwarded to ISSS for the DS 2019 if required. Then the EMPLID/EUID is created.

ISSS issues DS2019

Visiting Scholar receives EMPLID/EUID instructions