

March 25, 2015

Dear Psychology Faculty,

USF has been approved by the U.S. Department of State to serve as a visa sponsor for international visitors to participate in research, teaching, consulting, and observation at USF and its affiliates. Carrie Jewett prepared this useful information sheet for those interested in inviting foreign scholars. Please share it with your potential visitors.

A. Host Faculty's Responsibility

Step 1: Consult the Chair (shimizu@usf.edu) before you invite anyone in writing. In order to make sure that international visitors can have a successful stay at USF, we should consider many factors, including, but not limited to, the latest university policy, department resources (e.g., costs, space), visitors' personal situations (e.g., duration of stay, financial verification, proof of health insurance, accompanied family members).

Step 2: Extend an invitation to the potential visitor and inform Carrie (jewett2@usf.edu). In consultation with you and the visitor, Carrie will initiate paperwork for a J-1 visa.

Step 3: Make sure that the visitor has a local residential address prior to his/her arrival to the U.S.

- a. The following hotels provide special USF rates if visitors need to book a hotel room upon their arrival: [The Fairfield Inn and Suites Tampa North](#), [Residence Inn Tampa North/I-75 Fletcher](#), and [SpringHill Suites Tampa North/I-75 Tampa Palms](#)
- b. Some past visitors have lived in the following housing complexes: [The Grand Reserve](#), [Camden Live Oaks](#), and [Monticello of 42nd Street](#)

Step 4: Once the visitor arrives, help him/her to settle in.

- a. Contact Shaine Blanco (smblanco@usf.edu) to submit the [Resource Form](#) (keys, computer access, etc.).
- b. Make sure that the visitor opens a bank account and has reliable transportation.

B. Important Information for Potential Visitors

Step 1: Once officially invited, a visitor needs to submit the following materials to Carrie Jewett (jewett2@usf.edu) in order to receive a J-1 visa:

- a. Invitation letter from the host faculty member
- b. CV
- c. DS2019 application
- d. A copy of Passport/s
- e. Proof of health insurance
- f. Financial verification in English

Step 2: On the day of arrival, a visitor needs to:

- a. Report to the International Services Office to provide your residence address during your stay in the U.S.
- b. Receive a [USF ID Card](#) at the Marshall Center.

This message will be posted on the department website. Further information is also available at <http://global.usf.edu/is/scholars.php>.

I hope this information sheet will help you.

Sincerely,

Toru Shimizu, Ph.D.
Professor and Chair of Psychology