



## Steps for Bringing International MacmillanScholars

The Macmillan Scholars program at the Gund Institute for Environment can support scholars who visit UVM for lengths of time ranging from two days to two semesters. The purpose of the Macmillan Scholars endowment, a major gift from the Macmillan Family, is: "to broaden our understanding of the physical and natural sciences, and their relationship to other academic disciplines, and to close the gap between the sciences and the rest of the academic community." Learn more at:

<https://www.uvm.edu/gund/visiting-scholars>

The process for bringing international Macmillan Scholars to UVM varies depending on whether the Scholar will come for a few events and receive an honorarium or have a more comprehensive, lengthier visit and will be hired as a temporary employee. The Macmillan budget guidance document characterizes the two methods. This is repeated below, and additional instructions for international Macmillan Scholars follows

### **Speaker Honorarium / Consultancies**

Macmillan Scholars who have three or fewer contracted deliverables, to include a public talk plus up to two more talks or meetings, while at UVM may be eligible to be paid with an honorarium or as an independent contractor. The deliverables need not be on the same or contiguous days, but they should be within a close time frame, normally less than two weeks, and should not include ongoing research engagement. An honorarium / speaker engagement letter or consultancy agreement will be used to pay the scholar and related travel costs. Templates, as well as eligibility requirements and FAQs are found [here](#). Macmillan Scholars engaged via an honorarium or Speaker will not have a UVM email address or ID.

### **Visa Process for Accepted Macmillan Scholars Who Have Honoraria and Visit Less Than 9 Days**

International Scholars coming for very short visits to UVM (9 days or less) and only receiving honoraria, require an invitation letter that the Scholar would use as documentation to apply for a visitor visa at a US consulate abroad (or present when they enter the US if they are from a country that is part of the Visa Waiver Program). The government is very specific that visitors on the B visa should not be employed or receive payment for work apart from honoraria, so the letter must use the word "honorarium." Visits longer than 9 days requiring payment would still need to go through the J-1 process.

### **Temporary Employees**

Macmillan Scholars who will engage in more than three speaking events, collaborate on research, or do other work while at UVM must be hired as temporary employees. The suggested minimum salary for Macmillan Scholars is \$1,000/week. All scholars will be paid a minimum of one week of salary. All Macmillan Scholars must be hired as temporary exempt employees by the host's academic unit. Please include fringe benefit expenses in your budget. View the annual rate agreement [here](#) to confirm current fringe rates. The process for hiring temporary employees is managed by academic units. Macmillan Scholars who will be on campus for an extended period qualify for UVM IDs, UVM email addresses, and

they will have access to campus buildings, office space, and other resources available to temporary employees.

### **J-1 Visa Process for Accepted Macmillan Scholars Who Will Be Temporary Employees**

#### **A. Initial Steps**

1. The host unit develops using the approved nomination letter and budget and has it signed.
2. Gund provides the nominator (host) with a chartstring for the approved budget, combocode for temporary employee, and chartstring for the SEVIS payment. A SEVIS fee activates the DS-2019 form.
3. The host contacts the host unit and begin the processes described below.

#### **B. Visa Request Process – Host Unit’s Human Resources Person, part 1**

1. The host unit must request the J-1 visa and is responsible for following through on the multiple steps until the International Scholar is approved, hired, onboarded, and paid. **Depending on the International Scholar’s country, this process can take several months, so it is better to start this at least 6 months in advance. UVM only has control over the documents we issue (turned around by the OIE in two weeks), and then the process is with the US consulate or embassy abroad and at the mercy of their processing timelines.**
2. International Macmillan Scholars must obtain a J-1 visa in order to hold an academic position at UVM. Read more on the OIE’s website at Visiting Scholars / Hiring Hosting Units / J-1 visas (<https://legacy.drupal2.uvm.edu/oie/j1>).
3. Host units will [follow the instructions for using the visa application program called iStart here](#). If this is the host unit’s first time, go to “First-Time Access” under “Unit Access.” Note the request should be made by the departmental business administrator, \*not\* the hosting faculty member.
4. Complete the applicant access form on Istart website.

#### **C. Visa Request Process – International Scholar, part 1**

1. The International Scholar completes all required iStart forms with details about their biographical information, credentials, and US immigration history. The Scholar can direct questions to [internationalscholars@uvm.edu](mailto:internationalscholars@uvm.edu).

#### **D. Visa Request Process - Host Unit’s Human Resources Person, part 2**

1. Host unit completes the following forms:
  - a. Review of Request
  - b. Information About the Position, which includes submitting the signed offer letter.
  - c. The Gund Institute will pay for the International Scholar’s visa SEVIS fee. Reach out to Office Manager ([Benjamin.Morgan@uvm.edu](mailto:Benjamin.Morgan@uvm.edu) or [gund@uvm.edu](mailto:gund@uvm.edu)) for a chartstring.
  - d. Financial Support and Funding, which includes information from the original proposal and must be in line with visa requirements stated in this section. Documentation from the offer letter or approved budget can be used.
  - e. J-1 Compliance Certification (faculty host/supervisor) with host information – this routes an email to the faculty host to sign off.
  - f. J-1 Compliance Certification (unit chair) – this will route an email to the chair AFTER the faculty host has signed off their forms. Chair must sign off.

- g. Complete Submission Documentation – note that this form will not be available until after the international visitor and the faculty host and unit chair forms have been signed off on.

**E. DS-2019 Request Process – OIE**

1. OIE reviews the host unit submission. Completed requests are reviewed and processed within 10 business days if the information needed is complete.
2. OIE sends the “DS-2019 Form Certificate of Eligibility for Exchange Visitor Status J-1 Nonimmigrant” to the International Scholar electronically.
3. OIE pays the SEVIS payment using the Gund’s Macmillan Scholar chartstring.

**F. J-1 Visa Request Process – International Scholar, part 2**

1. The International Scholar requests a J-1 visa appointment at a US consulate or embassy abroad. **Depending on the country, this process might take up to 3 months, so it is better to start this 4–5 months in advance.**
2. **Details about applying for the J-1 visa are found here: <https://www.uvm.edu/oie/visascholar>**
3. Once visa is approved, the International Scholar should communicate with the host, host unit, and the iStart program.
4. The Gund Institute can reimburse the International Scholar for the visa application payment upon the Scholar’s arrival to UVM campus.

**G. Entering the USA – International Scholar**

1. The Scholar can enter the US up to 30 days before their UVM program starts but cannot start UVM activities until the program start date.
2. The OIE will communicate to the International Scholar which documents they should bring with them. In general, **the document must be the original form and will be requested by the immigration officials.**

**H. Upon arrival at UVM – Host and Host Unit’s Human Resources Person**

1. Host:
  - a. Welcome and orientation regarding non-UVM business processes.
  - b. Introduction to Host Unit’s Human Resources Person.
2. Host Unit’s Human Resources Person: Welcome and orientation regarding UVM business processes, including the following:
  - a. Host and Request a UVM NetID for the Scholar and share with them.
  - b. Ensure Scholar has access to UVM email with NetID. Important information (tax deductions, Catcard, FNIS forms) is sent to this UVM email address, among other time-sensitive communications, so access for visiting scholars is extremely important.
  - c. Ensure Scholar is on UVM Payroll; tell Scholar their employee id number and explain any needed PeopleSoft HR and payment processes. Note that local banks will not open bank accounts for people who will be in Vermont for less than 3 months, so paychecks can be either picked up at Waterman or mailed to a local address. Coordination regarding the final paycheck may be advisable at this time.
  - d. Explain or help the Scholar receive a digital CATcard, and make sure access to appropriate buildings is granted.

- e. Accompany International Scholar to OIE office on first day of work.

**I. Upon arrival at UVM – International Scholar and OIE**

1. OIE Check-in.

- a. I-9 will be completed for all new visitors. Scholars should bring their original immigration documents to this appointment (passport, visa, DS-2019). Prior to appointment, visitors will have needed to complete their online iStart check-in; instructions will go via email.
- b. The OIE representative will explain important information related to maintaining the J-1 visa status and will review information previously provided via the iStart system (ex: health insurance coverage). OIE advises on applying for an SSN for visitors who have not already had one from a prior visit.
- c. OIE will file transfer the I-9 to HRS.

**J. Departure – International Scholar and OIE**

- 1. Ensure final payment is arranged with payroll.

**Thanks to all—International Scholars, Host, Host Units, and OIE—for enriching the UVM community through the Scholar’s visit.**