

Visiting Scholar Policy and Procedures
The Department of Physical Medicine & Rehabilitation
School of Medicine
The University of North Carolina at Chapel Hill

Purpose: The Department of Physical Medicine & Rehabilitation at University of North Carolina at Chapel Hill offers a Visiting Scholar Program to qualified international scholars, typically for one year. The department provides international scholars with an academic environment for optimal scholarly exchange among visitors, faculty and staff within the department, the health care system, and the many other academic and research centers across campus.

Application Process: Candidates interested in this program, should complete the following steps:

- (1) Complete and submit the attached formal application form;
- (2) Provide evidence that you will have financial support from an outside source during the year when you wish to study in the U.S. Must be documented on institution's letter head and signed by designated official (minimum amount of financial support required by our university is \$36,000 per year;
- (3) Include a copy of the biodata page from your passport, as well as the same page from each member of your family's passport;
- (4) Attach a copy of the certificate you received as part of your medical degree

Applications must be received nine (9) months prior to the requested start date and selection notification will be communicated within two (2) months of the receipt of the completed application package. Once this information is received, it will be reviewed by the university's Office of International Services to determine whether we can proceed with processing your application. Since we cannot accommodate all interested visiting scholars, we want those who visit to best match the department's resources to ensure a quality experience. The selection committee from the Department of Physical Medicine & Rehabilitation meets on an ad hoc basis to decide whom to sponsor as visiting scholars.

The type of visa for visiting scholar is a J-1 visa and J-2 for his/her dependents. There are many steps that need to be completed before the university can sponsor a foreign scholar for a J-1 visa. From the time you submit all the visa information requested, it may take approximately three months, or longer, for the Office of International Services and the Dean of the School of Medicine at UNC-Chapel Hill to approve to sponsor your visa,

In order for the Office of International Services to issue a Certificate of Eligibility DS-2019, you will be required to:

1. Provide extensive documentation that you have a source of financial support sufficient for you and your family for the period of your stay in the USA, approximately \$36,000.
2. Demonstrate that you have obtained medical insurance and insurance for repatriation of your remains, among other types of requirements.
3. Agree to comply with any and all limitations relating to your visa. If your visa or accompanying documents require you to return to your native country by a certain date along with the members of your family, you must agree to do so.

Please be aware that even if we were able to issue you a DS-2019, it is your responsibility to obtain a J-1/J-2 visa from the US embassy in your home country due to the nature of immigration policy of the US government.

Application Fee: All candidates who wish to become a visiting scholar in our department must agree to pay an administrative processing fee to the department of \$1,500.00 in U.S. dollars. This amount must be received with the final paper work prior to the date you arrive in the U.S.

Expectations: The visiting scholar and their dependents are expected to function independently during their visit. Due to the financial constraints of the department's resources, you will be solely responsible for settling and living in the US, including accommodations, transportation, and living expenses, and returning to your home country. The university will not be able to pay you any compensation or provide you with any type of financial support even if you are approved for a J-1 visa. Furthermore, the department will not be able to assist you with any personal emergencies that may arise unexpectedly during your stay in the U.S.

If you are a physician in your home country, you will not be authorized to provide any medical advice or perform any other duties that have been defined as within the scope of practice of medicine by the State of North Carolina because you are not eligible to be licensed in the United States.

The visiting scholar must report to the Administrative Office of the Department and the Office of International Services, as sponsors of your J-1 visa, as soon as your arrival in North Carolina. After a reasonable time needed to settle in the new living environment, we expect you to report to the department and take part in the Visiting Scholar Program as outlined below:

1. Spend each work day in the department working toward agreed upon goals.
2. Attend scholarly activities on a daily basis.
3. Check in with the designated faculty mentor at the department once every two weeks. The faculty mentor will provide academic support and guidance with your scholarly activities. A mentorship agreement will need to be signed by the faculty mentor and the visiting scholar at the beginning of the program.
4. Report to and notify the administrative office and faculty mentor with any absences from the Department and University for any reason.
5. Give at least two presentations at departmental meetings about your work in your home country and during your time in the department.

In order to support your work during your visit, the department will provide the following privileges:

1. Adjunct visiting scholar appointment
2. UNC OneCard which gives access to the University Libraries, various sporting events (some activities charge fees) and facilities
3. Email account
4. Limited financial support may be granted for academic presentation of the visiting scholar's work accomplished during the term. The department will determine if the scholar's work substantially reflects the merits of the department. The department will consider subsidizing up to 50% of the cost of a poster, publication and/or registration fee for presentation at national meetings. (the remaining cost must be funded by the visiting scholar's resources).
5. A mentor who has similar interests/expertise will be assigned to assist you with identifying and contacting resources to meet your goals, openly discuss your level of satisfaction with your visit and provide feedback on your progress.

Extensions: Should a visiting scholar join our program and later wish to extend their appointment beyond the originally agreed upon term, a proposal must be submitted to support and justify their continued scholarly involvement with the department. The visiting scholar must also provide evidence of continued financial support, insurances, and authorized visa, etc. There is a \$750 administrative processing fee for extensions which must be submitted with the proposal.

Several useful websites:

U.S Citizenship and Immigration Services (<http://www.uscis.gov>)

UNC Korean Association of Student and Scholars home page (<http://www.kassunc.com>)

Daum Café North Carolina Visiting Scholar site in Korean (<http://cafe.daum.net/ncvisiting>)

Research Support Offices (<http://research.unc.edu/services/offices.php>)

UNC, School of Medicine, Centers and Program directory (<http://www.med.unc.edu/centersprogs.htm>)

UNC-CH Department of Physical Medicine & Rehabilitation (<http://www.med.unc.edu/phyrehab>)