

## GUIDE TO HOSTING INTERNATIONAL VISITORS (BLOCK/YR LONG)

### Pre-Arrival

- Complete Summit request form for block/year-long visitor
- Appointment letter created by Dean's Office and sent to visitor via Docusign
- ISSS is notified by Summit of int'l visitor and begins communicating with them to create Form DS-2019
- Form DS-2019 is sent to visitor via FedEx. Visitor will use this form to make their visa appointment at U.S. Embassy
- Dean's office notifies HR of visitor
- Visitor will receive paperwork from HR and visitor must complete before ITS can create visitors' login and email address
- ITS sends CC login credentials to dept. Admin
- Admin forwards info to visitor to set up CC email account. Once email account is set up, visitor can access SSB and CANVAS
- Communicate with visitor re: housing arrangements, arrival time, book orders, class lists, audiovisual needs, etc.
- Admin needs to email Registrar's office to attach visitor to the course they are teaching in Banner
- Send visitor's email information to Tax & Compliance Manager so that visitor can receive an email to set up GLACIER Account (determines tax status so visitor is taxed appropriately)

### Arrival at CC

- **Visitor will need to visit the following offices upon arrival:**
  - ISSS (Armstrong Hall, 2nd floor, to complete immigration check-in upon arrival)
  - Human Resources Office with DS-2019, passport, and Social Security number. If visitor does not have a SSN, they will need to apply for one. Visit cannot occur until their visa is validated by ISSS and they've been in the U.S. for at least 10 days. Determine with ISSS best time to take visitor to the Social Security office
  - Tax & Compliance Manager to complete needed tax documentation
  - Worner Desk to obtain CC Gold Card

### Departure

- Grades are due before departing campus. For questions with submitting grades on SSB, please contact the Registrar's Office
- Discuss with visitor any issues regarding receiving payment from CC (where to send check, pick up at Dept., etc.)
- If visitor is living on campus, remind them to return keys to Res Life
- Return office key(s) to Administrative Assistant in the department