



Inviting a Foreign National Guest to VCU

Updated August 2016

Introduction

The following is general guidance for VCU deans, faculty, and administrators who are interested in welcoming a foreign national guest to campus for short-term business or scholarly activity that will benefit the university. In the context of the advice here, *short term* means no more than 90 days—and usually far fewer than 90 days (e.g., 1-3 days, 2 weeks, etc.).

The guidance here does not apply to inviting *personal* guests to VCU (e.g., a friend or family member from abroad to visit you or to attend graduation, etc.)

First Things

We suggest you complete the following steps before finalizing an invitation to any guest to campus—regardless of her nationality.

Your Department's Requirements

Check with your department's personnel administrator (PA, or other administrator with PA duties) about the procedure for inviting an outside guest to campus—again, regardless of your guest's nationality. This is especially important if you expect your guest to have access to sensitive VCU equipment or to engage with students.

Although your guest will not be a VCU employee, you need to ensure there are no human resource (HR, or HR-like) issues that could affect her visit to campus. For example, your department might require that all guests receive written invitations signed by the chair; or your department might expect all guests to be eligible for VCU ID cards, etc.

Appropriate Visa

If your guest is already in the US, please ask her what kind of visa she has and when her current admission to the US expires. It may be that your guest's current visa will allow her to engage in the planned activity at VCU (or not). GEO can review the information and let you know whether your guest can use her visa to support a visit to VCU.

If your guest is *not* already in the US, the most likely appropriate visa for short-term business or scholarly activity is B-1, B-2, or Visa Waiver (ESTA). Information about what activities are permitted on these visas and how to obtain such a visa, is available at <http://www.global.vcu.edu/students/immigration/forms/>

If you are uncertain about the most appropriate visa for your guest's visit, please contact us for further guidance and support.

Export Control Pre-Screening

Export control refers to US laws governing the transfer of certain information, items, or technology to foreign countries and foreign nationals, including foreign nationals in the US.

Export control pre-screening refers to the process of vetting a foreign national for export control issues before she arrives at VCU.

Your guest may be subject to export control pre-screening—regardless of her nationality or scholarly field.

At VCU, responsibility for export control pre-screening of foreign nationals falls under Export Control, a unit of the Office of Research and Innovation. GEO supports VCU's export control policies by referring you to Export Control for further guidance.

For information about VCU's export control procedures, please contact:

Export Control

http://www.research.vcu.edu/export_control/

Telephone: (804) 827-6088

Email: exportctrl@vcu.edu

Further Guidance

If you need further guidance about welcoming a foreign national guest to campus, please contact us. We look forward to working with you!

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