March 9, 2021

Department of Planning and Landscape Architecture
Visiting Scholar Policy

The Department provides opportunities for Visiting Scholars in order to promote the exchange of research and teaching scholarship across universities. Visiting scholar policies are established for those who are practitioners, faculty at other institutions, or individuals enrolled in graduate study at other institutions. **In all cases, the following procedures apply:**

A. Candidate contacts faculty within the department with whom they are interested in working as a visiting scholar. A current member of the department faculty must agree to sponsor a visiting scholar for the duration of the visit.

B. Candidate submits documents and information required for initial consideration:

1 **A letter to the sponsoring faculty member** which indicates:
   - Visitor's specific reasons for choosing the University of Wisconsin–Madison and the Department Planning and Landscape Architecture for a visiting position.
   - A one page summary of the research that visitor proposes to conduct during the appointment as a visiting scholar.
   - How the visitor will collaborate with the professor in the Department who has agreed to serving as the sponsor/host for Visitor's research or advanced study.
   - How the visitor expects to engage with the department during their visit.
   - Proposed dates of stay. The Department allows a maximum stay of twelve months. There is no minimum length of stay, although scholars should be in residence an adequate time to accomplish their research. We encourage scholars to be in residence during the normal semester terms of the academic year.
2 **Current curriculum vitae of applicant.** The cv should be comprehensive. For visiting scholars who are faculty at other institutions, the Department presumes that a Ph.D. or equivalent terminal degree is necessary; an applicant without such a degree should provide additional detail in their letter. Visiting practitioners are generally expected to have a significant amount of professional experience.
3 **English language fluency confirmation**. Research and teaching is conducted in the English language at the University of Wisconsin-Madison. Applicants who do not hold a degree from a college or university where English is the primary language of instruction must attest to their language fluency. If accepted as a visiting scholar, additional evidence of English language fluency will be required (for example, through a web-based interview with the proposed sponsoring faculty member, or other practices approved by UW-Madison International Faculty and Staff Services).

C. Review of request by the Department.

The above-described information may be received at any time. The sponsoring faculty member will discuss the request with the Department Chair who will approve or deny the request. If approved, the Department will send a written invitation to join the Department as a visiting scholar.

D. Additional information for International Visitors.

For international visiting scholars requiring immigration sponsorship and/or a visa all of the information requested in these forms must be submitted to UW-Madison's office of International Faculty and Staff Services (IFSS). The request and all information will be handled through Terra Dotta, IFSS's immigration software system, which the visitor will have access to. The University of Wisconsin–Madison cannot issue a DS-2019 immigration form until all required information is received.

1   Financial documentation indicating sufficient funds to cover the visitor's stay. If the documentation is not in English it must be accompanied with an English translation. Documents must be recently dated and original; photocopied or faxed copies are not acceptable. In addition, specific amounts are required on financial documentation; statements such as "funds to cover stay" are not acceptable. If documents show local currency a currency converter will be used to determine the US amount. The amount of financial support changes annually, here is the link for financial proof, which is updated regularly. Applicants who use private or personal funds to cover their stay must send a copy of the visitor's current account balance which clearly demonstrate that funds are sufficient to cover the intended duration of stay. The visitor's name must be on the account.
2   City and country of birth for applicant and accompanying family members.
3   Date of birth of applicant and accompanying family members.
4   Country of citizenship and legal permanent residence of applicant and accompanying family members.
5   U.S. Social Security number (if you have been to the United States and obtained a Social Security number on a previous visit).

More complete information for international visitors is available from the web site of the International Faculty and Staff Services Office in the University's Office of Human Resources, http://www.ohr.wisc.edu/ifss/index.htm.

Once approved, the University will send visitor DS-2019 form authorization directly to the visiting scholar. The DS-2019 form allows the applicant to request a **J-1 visa stamp** from a U.S. embassy or consulate. This DS-2019 form is sent to the applicant by the University of Wisconsin–Madison's Office of International Faculty and Staff Services. The scholar will prepare a shipping label using eShipGlobal, https://terradotta.wisc.edu/_customtags/ct_FileRetrieve.cfm?File_ID=83700.

E. While at the Department:

In consultation with **the faculty sponsor,** the Department invites visiting scholars to contribute to the intellectual life of the Department (e.g., make a course presentation, present a public lecture to students and faculty, interact with student organizations, and/or attend Department gatherings and seminars).

Please note: The Department of Planning and Landscape Architecture does not provide financial support to Visiting Scholars. However, the department will provide the following:

1   Office and desk space (when available). In some cases, visiting scholars will share an office with others.
2   Staff identification card which will allow visitors to make use of campus libraries and

most University facilities.

3   Some access to campus software and use of a computer in the Department computer lab allowing for word processing, e-mail, other specialized software and access to the Internet when the lab is not in use for instructional purposes.

4   Access to a library resources and a scanner for necessary digitization of research materials.

5   Essential office supplies.

6   Access to courses taught in the Department and the University. Visiting scholars are encouraged to meet our faculty and discuss potential for observing classes.

At the conclusion of the appointment, **the visiting scholar will submit a summary report** to the Department Chair reflecting on the experience and as appropriate detailing any results of the research during their stay in the Department.