

Application Information for Visiting Faculty Status

For MISTI Faculty Hosting International MISTI Seed Fund Faculty

As an awardee of a MISTI Seed Fund grant, you may be hosting international “scholars” (faculty and researchers) in your lab. Please note, there is a separate and distinct process for inviting international students. MISTI does not facilitate the logistics related to visitors from abroad. The information below is only a brief summary of the information needed in order to start the process of hosting an international scholar at MIT.

When planning to invite international faculty and researchers to MIT, regardless of the length of their desired stay or visa situation, you should first *contact the human resources administrator or administrative officer in headquarters of your MIT Department, Lab or Center*. The designated DLC administrator will work with advisors in the MIT [International Scholar’s Office](#) (ISchO) to determine the most appropriate immigration status for the scholar. And, if a visa is needed, ISchO will coordinate with the DLC administrator to process the appropriate documents. If you do not have a human resources administrator or administrative officer in your area, please contact the assistant dean of your school or [ISchO](#) for assistance.

- **Be sure to contact the department HR administrator *as many months as possible before the desired arrival date* of the international scholar, as it can sometimes take months to secure a visa through a US consulate.**
- International scholars should not make airline or travel arrangements, or schedule consulate appointments until they have been notified that it is the appropriate time to do so.
- If a foreign national already has a visa stamp of some sort in their passport, or, if a foreign national is from a country whose citizens can enter the US without a visa (Visa Waiver Program), the international scholar should NOT assume that either of those is the appropriate way to enter the US for the MIT visit. Attempts to enter the US without the appropriate visa can result in the international faculty or researcher being turned back by Customs and Border Protection at the airport and forced to depart the US within hours of arrival.

Questions??? Please contact your MIT HR administrator or [MIT International Scholar’s Office](#)
Email: ischo@mit.edu