I. Invitation
1. Anyone wanting to become a Visiting Scholar must have an MTSU faculty member (host) in the department for his/her sponsorship.
2. If a host faculty member agrees to serve as a sponsor, he/she needs to write a memo to the Department Chair requesting approval of the visit. The memo should:
   a) Provide a detailed explanation of the purpose of the visit;
   b) State the beginning and ending dates of the visit;
   c) Include a copy of the prospective visiting-scholar's current CV and proof of the visitor's qualifications, including English language proficiency, to serve as a visiting scholar; and,
   d) State the source of funding to support the visitor.
3. The department will assist the prospective visiting-scholar and the host faculty member to complete an Exchange Visitor Application Packet.
4. The completed Application Packet and all required documents should be sent to:
   Ms. Angie Melton
   International Admissions Office – Campus Box 120
   Middle Tennessee State University
   1301 E. Main Street
   208 Peck Hall
   Murfreesboro, TN 37132
5. Angie Melton will issue the DS-2019 as required for international visitors and approve the application and contact the sponsoring faculty member.
6. If the Visiting Scholar chooses to live on or off campus, the host faculty should assist him/her in finding an off-campus site.

II. Arrival
1. Airport pick-up, two options:
   a) Faculty member (The host faculty)
   b) Airport Any-time Transport
      http://anytimetransport.com/
2. On-Campus
   a) Department assists the visiting scholar to secure office space, library carrel, telephone if needed.
   b) International Affairs will provide the Provost’s Office with a copy of DS2019 and letter of invitation. The Provost’s Office will create a general person file and will provide computer access, MTSU ID, and MTSU email account. The information on these items will be forwarded to the host faculty member or sponsoring department/office by the Provost’s Office.
   c) The visiting professor must sign the MTSU volunteer agreement and the policy adherence form.
d) If the arrival coincides with the beginning of a semester, the visitor is welcome to attend Orientation with International students- Orientation guidance will cover bank account, MTSU ID, local transportation, immigration information, administrative issues/classes registration, campus security, campus tour, etc.

III. End of Stay
1. Faculty Host/ Department collect keys, ID, etc. The ID should be sent to the Provost office for deactivation.
2. Department Chair or faculty sponsor notifies International Affairs and the Provost Office that the Visiting Professor is leaving
3. The Provost Office deactivates computer access, notifies ITD to deactivate email account and works with ID office to inactivate ID upon receiving from the host.

IV. Notes
• Visiting Scholars must report to the Office of International Affairs upon arrival.