**GUEST SCHOLARS**

**DEFINITIONS**

* A **DOMESTIC GUEST SCHOLAR** IS A SCHOLAR FROM THE U.S. WHO WILL BE ON GRAND VALLEY’S CAMPUSES AND USE GRAND VALLEY SERVICES (E.G., EMAIL) FOR 3 OR MORE CONSECUTIVE WEEKS.
* AN **INTERNATIONAL GUEST SCHOLAR** IS A SCHOLAR FROM ANOTHER COUNTRY WHO WILL BE ON GRAND VALLEY’S CAMPUSES AND USE GRAND VALLEY SERVICES (E.G., EMAIL) FOR 3 OR MORE CONSECUTIVE WEEKS.

**PROCESS FOR GUEST SCHOLARS**

STEP # 1 A GVSU DEPARTMENT OR COLLEGE AND A POTENTIAL GUEST SCHOLAR (GS) *INFORMALLY* AGREE TO THE GUEST’S VISIT: WHO, WHAT, WHERE, WHEN, WHY.

STEP #2 THE DEPARTMENT OR COLLEGE CONTACTS HRO (SUE LINDRUP) TO INITIATE A MANDATORY BACKGROUND CHECK ON THE GS. GVSU USES A PROFESSIONAL FIRM TO DO BACKGROUND CHECKS.  THE COMPANY PROVIDES WAIVER FORMS SPECIFIC FOR EACH COUNTRY FOR THE GS TO SIGN AND COMPLETE SO THAT THE BACKGROUND CHECK CAN BE DONE.

STEP #3 WHEN THE BACKGROUND CHECK HAS BEEN COMPLETED, HRO NOTIFIES THE DEAN’S OFFICE.

STEP #4 THE DEAN’S OFFICE SENDS A FORMAL AGREEMENT LETTER (“GS TEMPLATE”) TO THE GS. THE LETTER FORMALIZES THE WHO, WHAT, WHERE, WHEN, WHY, AND ASKS THE GS FOR ADDITIONAL INFORMATION.

STEP #5 THE GS FILLS OUT, SIGNS, AND RETURNS THE SIGNED COPY TO DEAN’S OFFICE.

STEP #6 THE DEAN’S OFFICE SENDS A COPY OF THE RETURNED LETTER TO HRO (BONNIE MAKA).

STEP #7 HRO ENTERS THE GS INFORMATION IN BANNER, NOTIFIES THE DEPARTMENT AND DEAN’S OFFICE.

STEP #8 THE GUEST SCHOLAR HAS ACCESS TO NECESSARY GVSU SERVICES UPON ARRIVAL.