**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 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. THE DEANS OFFICE WILL ALSO SEND THE BACKGROUND CHECK RELEASE WAIVER WITH THE GDPR PRIVACY STATEMENT ATTACHED.

STEP #3 THE GS FILLS OUT, SIGNS, AND RETURNS THE SIGNED COPY TO DEAN’S OFFICE.

STEP #4 THE DEAN’S OFFICE SENDS A COPY OF THE RETURNED LETTER TO HRO (HR ADMINISTRATION).

STEP #5 HRO ENTERS THE GS INFORMATION IN BANNER, NOTIFIES THE DEPARTMENT AND DEAN’S OFFICE.

STEP #6 THE GUEST SCHOLAR HAS ACCESS TO NECESSARY GVSU SERVICES UPON ARRIVAL.