

Guide to Hosting an International Scholar at Grand Valley State University

WWW.GVSU.EDU/ISCHOLAR



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A step-by-step guide to help Grand Valley departments know how to determine the correct scholar visa, how to apply, what to do when the scholar arrives, and how to maintain the visa through the end of the scholar's program.

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STEP ONE: PREPARATION

KNOWING YOUR VISAS

Once your department decides to host an international scholar at Grand Valley State University, it is important to choose the correct visa. There are three most commonly used visas, only one of which your scholar will need.

In very general terms, the visa options are as follows:

The J-1 (Exchange Visitor Nonimmigrant Visa)

J-1 exchange visitors travel to the United States through a Department of State approved sponsor program to teach, study, receive training, or demonstrate special skills.

<http://j1visa.state.gov/>

The B-1/B-2 (Visitor Visa)

The visitor visa is best for very short visits (one to two months or less).

http://travel.state.gov/visa/temp/types/types_1262.html

The H-1B (Employment Visa)

The employment visa is best for incoming employees who will be paid salaries commensurate with U.S. faculty pay scales.

If a scholar visits using this visa, then they must go through Human Resources at Grand Valley.

http://travel.state.gov/visa/temp/types/types_1271.html

More than likely, the J-1 visa will be the visa used by your office. You must now choose the appropriate J-1 category to use. Grand Valley uses the following two categories:

Professor

A professor is defined as an individual primarily teaching, lecturing, observing, or consulting at postsecondary accredited educational institutions, museums, libraries, or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsor.

Short-term Scholar

A short-term scholar is defined as a professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, postsecondary accredited educational institutions, or similar types of institutions.

General rules for choosing the correct category:

- If you are sure that the scholar will be staying at Grand Valley for *six months or less*, the short-term scholar category is best.
- If the scholar will be here *more than six months*, or if there is a good chance there will be an extension that would push the visit beyond six months, the professor category is best.

For a table of frequently asked questions on immigration status, see **Appendix A**.

DEPARTMENTAL RESPONSIBILITIES

Before you move forward with the visa process, please make sure that your department is prepared to take on the responsibility of hosting a scholar. For a complete list of host department responsibilities, please see **Steps Three and Four** (beginning on page 8).

The host department must also ensure that sufficient funding is available for the program. Some scholars are funded by the host department and others are funded by outside sources, which may include U.S. or foreign governments, a college/university in the scholar's home country, a nongovernment agency, or the scholar's personal/family finances.

While the J-1 visa does not require that the host department pay any fees, there is a \$200 fee (called the SEVIS fee) that must be paid prior to the scholar's visa application. This fee is paid by the scholar, and can be paid either online at FMJfee.com, or through Western Union. The scholar will be reimbursed for the SEVIS fee by the Padnos International Center (PIC) upon arrival. However, if the SEVIS fee is paid and the scholar does not actually come to Grand Valley, they will not be reimbursed.

SCHOLAR FAMILY MEMBERS

The spouse and dependent children (unmarried and under age 21) of a J-1 scholar are eligible to apply for J-2 dependent visas. J-2 documentation should be requested at the same time that the J-1 scholar's documentation is requested.

J-2 children may attend public or private primary and secondary schools, and may also study at a college or university. J-2 children who are approaching age 21 must either change their visa status or depart the U.S. before their 21st birthday. For information on how to enroll a dependent student in Allendale Public Schools, please see **Appendix B**.

All J-2 dependents must maintain health insurance coverage at all times while in the U.S.

■ STEP TWO: SUBMITTING A VISA REQUEST

TIMING

It is very important that you allow an ample amount of time, not only for the visa process, but also for the internal processing that must take place. A sufficient allowance of time is expected, generally six to eight weeks.

COMPONENTS OF THE J-1 REQUEST

1. The hosting department must contact Kate Stoetzner at PIC, and declare their intent to bring a scholar to Grand Valley.
2. Kate will then send the proposed visiting scholar an application for their visit.
3. The proposed visiting scholar must fill out and complete the application and send it back to Kate along with a copy of their passport. If the scholar has been in J-1 status during the previous five years, please include photocopies of all previous DS-2019s.
4. Either the visiting scholar or the hosting department must provide Kate with proof of funding for the visit.
5. The hosting department must then provide Kate with an official letter of intent to invite the proposed visiting scholar; this letter must be on the department's official letterhead. The invitation letter must include the following information:
 - a. Specific beginning and ending dates of the scholar's program
 - i. When choosing the beginning and ending dates of the program, do not factor in extra travel time. Scholars may enter the U.S. up to 30 days prior to the program start date and may depart up to 30 days after the program end date.
 - b. Summary of the scholar's proposed activities
 - c. Specific amount of payment, if any
6. Kate processes the DS-2019 form.
7. Kate mails the completed DS-2019 form, departmental invitation letter, a Grand Valley invite, and instructions on the SEVIS fee/process to the proposed visiting scholar.

WHAT TO EXPECT

PIC asks for seven to ten business days to complete the DS-2019. Once the documents are completed, the host department will be contacted and the form will be mailed to the proposed scholar. PIC express mails DS-2019s *directly* to the proposed scholar.

The scholar's packet will include:

- A welcome letter
- A brochure from the U.S. Department of State outlining the J-1 Exchange Visitor program
- The original DS-2019 (and DS-2019 for dependents if applicable)
- A departmental invitation letter
- A Grand Valley invite
- SEVIS fee instructions

NOTE: Scholars must pay the SEVIS fee upfront. Upon arrival, they must submit their receipt for the SEVIS fee in person to PIC for reimbursement. If the scholar's trip is canceled for any reason and the SEVIS fee has already been paid, PIC will not reimburse the scholar.

STEP THREE: PREPARATION FOR ARRIVAL OF THE SCHOLAR

HOUSING ARRANGEMENTS

It is the host department's responsibility to make housing arrangements for the visiting scholar and any accompanying family members. However, if the host department is having trouble finding housing, they may contact PIC for aid. It is best to finalize these arrangements prior to the scholar's arrival. If the scholar would prefer to live on GVSU's campus, please contact Melanie in Housing and Residence Life:

Melanie Grover
groverm@gvsu.edu
(616) 331-2120

There are also many off-campus housing options available for visiting scholars, both short-term and long-term. For a detailed listing of these housing options, please refer to PIC's website: www.gvsu.edu/ischolar/.

VISA APPLICATION

If the potential visiting scholar is from outside the U.S., they should contact a U.S. Consulate to schedule an appointment to apply for a visa. The SEVIS fee must be paid prior to the visa application. The visa application process time varies from a matter of a few days in some cases to weeks or months in other cases. The length of time can depend on many factors: the location of the Consulate, the scholar's citizenship, and/or the scholar's area of study. The following website will provide links to typical wait times based on the location of the Consulate: http://travel.state.gov/visa/temp/wait/wait_4638.html/.

SECURITY CLEARANCE

Some scholars will be subject to a security clearance procedure when applying for a visa. It is hard to predict exactly who will be subject to this procedure, as the Department of State's policies regarding security clearances are not made public.

The security clearance process is supposed to last a maximum of 30 days. If a scholar experiences a security clearance delay of longer than 30 days, please contact PIC for guidance.

HEALTH INSURANCE

All visiting scholars and their dependents are required by federal law to carry sufficient health insurance at all times during their visit in the U.S. If the visiting scholar cannot obtain a policy that meets the U.S. government standards in their country, PIC will assist the scholars in obtaining insurance. The cost for insurance varies depending on the length of stay. If the insurance is provided by Grand Valley, it is reportable, taxable income.

There are occasions where it is appropriate for a department to pay for insurance for the scholar. Please contact the PIC with any questions regarding insurance. The insurance company Grand Valley uses can be found here: www.visitinsurance.com/.

For more information on health insurance specifics, vaccinations, and seeking medical attention, please see **Appendix C**.

DETERMINING THE DATE OF ARRIVAL

Even though your office has already predetermined the arrival date of your visiting scholar, it is important to note that the visa process and international travel is not always seamless. Certain unforeseeable events may either accelerate or delay the entrance of the scholar into the U.S.

J-1 scholars may enter the U.S. up to 30 days prior to or up to 30 days after the program start date. However, if the scholar's actual arrival date might fall outside of these dates, it is important to contact PIC so the scholar's DS-2019 request form can be modified.

■ STEP FOUR: ARRIVAL/DURING THE VISIT

AIRPORT PICK-UP AND INITIAL SHOPPING

It is the host department's responsibility to be sure that the visiting scholar is provided sufficient transportation from the airport to their lodgings. Please be sure to send a welcoming member of your department's team to pick up the scholar at the Gerald R. Ford International Airport. Be sure to check flight schedules on the day of arrival so you are sure to be on time. Flight times can be found at this website: <http://www.grr.org/index.php/>.

It is also the host department's responsibility to help the scholar feel comfortable by taking them to the store and helping them obtain items that are immediately necessary (bedding, toiletries, towels, cooking supplies, groceries, etc.). This usually involves a single trip to a store like Meijer, but may include more if the scholar has specific needs. After the initial shopping trip, it is also important that the host department teaches the visiting scholar how to navigate The Rapid busing system, or helps them purchase/lease/rent a vehicle.

SOCIAL SECURITY NUMBER

J1 and H-1B scholars are eligible to apply for a Social Security Number (SSN). PIC will provide a letter from Grand Valley authorizing that the scholar's employment is at GVSU and pertinent to their purpose of stay. The scholar will need to apply for an SSN in person at the Social Security Administration (located at 3045 Knapp St. SE). PIC can assist with the actual application process, if requested by the host department or scholar.

IMPORTANT: Newly arrived scholars must wait 10 days after their date of entry to the U.S. before applying for a Social Security Number. SSN applications submitted too early often result in added delays of one month or more.

The following documents are required for an SSN application:

- Passport
- Social Security endorsement letter (from PIC)
- I-94 card
- Contract letter (if applicable)
- DS-2019

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER

An ITIN is used for individuals who do not qualify for a Social Security Number and must file a tax return or receive exemption from taxes under a tax treaty. The ITIN does not entitle the recipient to Social Security benefits or give the right to work in the United States. The application process for an ITIN takes approximately six to eight weeks. Potential visitors are encouraged to file for an ITIN prior to their arrival in the United States.

To apply for an ITIN, an individual must complete IRS form W-7. Please refer to www.irs.gov and Publication 1915 for more information. Please use the following address in section 3 of the W-7 form so that your ITIN number is received by Grand Valley:

Payroll Office
Grand Valley State University
201 Lake Michigan Hall
1 Campus Drive
Allendale, MI 49401

BANKING

There are many different banking options available to visiting scholars around Grand Valley. Details on banking requirements and incentives can be found at www.gvsu.edu/ischolar/.

PAYMENT OPTIONS

Extended-stay Visiting Scholars

The Payroll Office welcomes all foreign national visitors. Before a department invites a foreign national visitor, please be aware that the Internal Revenue Service (IRS) and the Immigration and Naturalization Service (INS) impose strict regulations on payment to foreign national visitors. Grand Valley State University will adhere to these regulations at all times.

Luanne Brown in the Payroll Office determines what payment options are available.

Luanne Brown

brownlua@gvsu.edu
(616) 331-2255

Short-term Visiting Scholars

Grand Valley State University has two options for payment to short-term foreign national visitors/nonresident aliens (NRA).

1. **Travel reimbursement**

Foreign national visitors are allowed to receive reimbursement for business and travel related expenses. If the visitor entered under a tourist visa, they are not eligible to receive any type of reimbursement. Grand Valley policy requires that an expense request form be submitted to the accounting office along with copies of receipts. A Grand Valley employee who has signing authority on the account being charged must approve the form. The expense check will be paid in U.S. currency only.

Send form to:

Brian Van Doeselaar

252 Lake Michigan Hall

2. **Honorarium**

Honoraria are payments made to a professional person for services where compensation is not legally or normally required. Any payment made to a scholar is reportable income to the IRS and subject to 30 percent federal tax withholding unless exempted by a tax treaty. The scholar will need either an Individual Taxpayer Identification Number (ITIN) or a Social Security Number (SSN) to be able to receive the payment. The individual will also need to file a tax return by April 15 of the following year. Honorariums can be paid to visitors with the following visa types: B-1, B-2, and J-1.

TAXES

Any payment made to a visiting scholar is reportable income to the IRS and subject to 30 percent federal tax withholding unless exempted by a tax treaty. The U.S. currently has 53 tax treaties that cover the payment of honoraria. To claim a treaty an NRA must file form 8233 with the IRS 10 days prior to receiving a payment. The NRA must also have an SSN or an ITIN to claim the treaty benefits. For a list of tax treaty countries, please refer to the following website:
www.irs.gov/Businesses/International-Businesses/United-States-Income-Tax-Treaties---A-to-Z/.

Please contact Luanne Brown in the Payroll Office to set up an appointment to fill out the 8233.

Luanne Brown

brownlua@gvsu.edu
(616) 331-2255

The scholar will need to bring the following:

- Passport
- SSN or ITIN card
- I-94 or IAP-66

TECHNOLOGY AND CAMPUS SERVICES

There are many forms of technology that the visiting scholar will need access to. The following is a checklist of technology services and contact information to help implement the services for the visiting scholar.

- **G-number**
Contact Human Resources: (616) 331-2215
- **Network ID, Internet access, and GVSU email account**
Email request to auth@gvsu.edu, including G-number, name, and specification if nonpaid teaching faculty member. Ask that the Dean's Office be copied on the email so we can get that information to the faculty member.
- **Blackboard access (if teaching)**
Contact your departmental academic computing liaison: (616) 331-2101.
- **Business cards**
If appropriate, please work with the departmental secretary.
- **Name in directory**
If appropriate, please work with the departmental secretary.
- **Parking pass**
Email Lisa Garringer in the Department of Public Safety. Include reasoning, name, local address, and what the person will be doing on campus for the semester.

- **Voice mail**

Contact Information Technology: (616) 331-2035.

- **Faculty ID badge**

Notify Bill Widmaier in Records via email. Include visiting faculty member's name and request for ID badge with no bar codes. Next send the visiting faculty member to the cashier windows in STU to get their photo taken. There is a \$5 fee.

- **Recreation Center access**

Request passes via Lynnea MacGeorge on GVSU letterhead. Lynnea will contact the scholar via email when the ID is ready for pickup. There is a \$15 fee.

- **Library access**

Notify Deb Maddox at the University Library of the name of the visiting faculty member who should receive access to the library. The scholar should then bring a photo ID to Deb. The scholar will then be able to check out, reserve books, and use all the databases.

ACADEMIC INFORMATION

There are many questions that a visiting scholar may have with regard to academics. The following are frequently asked questions or issues that might arise.

- **Teaching assignments**

It is the responsibility of the hosting department to notify the

academic department and the visiting scholar of their teaching assignment.

- **Course assignment on Banner**

The academic department must contact the Grand Valley Registrar's Office in order to receive the Course Change Notification Form. This form must be submitted to the registrar in order to assign the visitor to the course(s).

- **Blackboard access**

A Blackboard account should automatically be created once a course is assigned in Banner. If not, contact the Blackboard administrator at bbadmin@gvsu.edu, and include the visiting scholar's email address, course(s), and G-number. Also, ask to have a Blackboard account created for the course(s).

- **Textbook requisition**

The department staff of the visiting scholar should work with the scholar to order textbooks through the University Bookstore.

- **Attending classes at Grand Valley State University**

Visiting scholars are permitted to take or audit as many classes as they see fit. However, the scholar will be charged the regular class fee to participate based on the out-of-state tuition rate.

CONSULTATIONS

If the visiting scholar would like to consult with a PIC advisor regarding their visa status or any other related issue, please contact Kate Stoetzner or Troy VanKoevering.

Kate Stoetzner

stoetznk@gvsu.edu

Contact Kate with any and all initial paper requests for hosting a visiting scholar, and any changes in visa notification status such as:

- Change in funding
- Change in site of activity
- Change in biographical data
- Acceptance of a tenure-track faculty position

Troy VanKoevering

vankoetr@gvsu.edu

Contact Troy for help obtaining health insurance and with questions in regard to obtaining housing and computer log-ins for short-term visitors.

All visiting scholars must schedule an appointment upon arrival to visit Troy. Troy must obtain a copy of the following items from the visiting scholar:

- Passport
- I-94
- Visa
- DS-2019

NOTIFICATION OF PROGRAM EXTENSION

Extensions cost nothing to either the host department or the scholar and are processed by Kate Stoetzner in PIC. No outside application to any government agency is needed. The extension application is submitted by the host department, not the scholar.

A complete extension application will contain the following documents:

- Completed J-1 Scholar DS-2019 Extension Request
- Extension memo from the host department. The memo should be printed on departmental letterhead and contain the following information:
 - o New end date of the scholar's program
 - o How much funding the scholar will receive from the department, if applicable
- Supplemental funding documentation, if needed

STEP FIVE: DEPARTURE

NORMAL DEPARTURE

If the international scholar departs the program within 30 days before or 30 days after the end date signified on their DS-2019, it is considered a normal departure. There is no formal process for exiting the university required by PIC.

EARLY DEPARTURE

On rare occasions, it may be necessary for a visiting scholar to depart Grand Valley earlier than arranged. If the visiting scholar must depart more than 30 days prior to the program end date, it is extremely important that the scholar notifies PIC. PIC must issue a new DS-2019 that reflects the new early end date of the scholar's program. Failure to notify PIC of these changes could result in lengthy restrictions on future J-1 scholar visa requests.

In these instances, please contact:

Kate Stoetzner

Director of International Student and Scholar Services
stoetznk@gvsu.edu
(616) 331-3898

TWO-YEAR HOME RESIDENCY REQUIREMENT

Certain J-1 scholars are subject to the Two-year Home Residency requirement outlined in section 212(e) of the Immigration and Nationality Act. Section 212(e) requires an exchange visitor to reside in his or her country of legal permanent residence for at least two

years before being eligible to apply for certain immigration benefits in the United States.

Criteria for Being Subject to 212(e)

An exchange visitor is subject to the 212(e) requirement under the following conditions:

- The exchange visitor's participation in an exchange program was funded by the United States government, the exchange visitor's own government, or an international organization.
- The education, training, or skill the exchange visitor is pursuing in an exchange program appears on the Exchange Visitor Skills List for exchange visitor's country.

Grants awarded to GVSU by U.S. government agencies do not qualify as direct financial sponsorship and therefore do not result in an exchange visitor being subject to this requirement, unless the grant stipulates that the monies are intended to foster international exchange and names the exchange visitor as a direct recipient of those funds.

The DS-2019 and J-1 visa will both indicate whether an exchange visitor is subject to the 212(e) requirement. In cases where the documents do not agree, or when there is doubt about whether an exchange visitor is subject to the requirement, an advisory opinion may be requested from the Department of State.

Satisfying the 212(e) Requirement

An exchange visitor who is subject to the two-year foreign residence requirement may not change status to that of H, L, or K, or to immigrant or legal permanent resident status until the exchange visitor has fulfilled the two-year foreign residence requirement by spending two years in the country of legal permanent residence or by receiving a waiver of this requirement.

An exchange visitor who is subject to the 212(e) requirement may return to the United States to pursue another program in J-1 or F-1 status. However, the 212(e) requirement for prior J-1 programs will remain on the exchange visitor's immigration record and must still be satisfied.

Requesting a Waiver of the 212(e) Requirement

Requests for waivers are submitted by the exchange visitor to the Waiver Review Branch of the Exchange Visitor Program Services Office in the Department of State. The request may take several months to process. For more information on the waiver request process, please visit the Department of State website:

http://www.travel.state.gov/visa/temp/info/info_1288.html/.

An exchange visitor may request a waiver of the 212(e) requirement for the following four reasons:

- 1. Statement of no objection from the exchange visitor's home government**

Most exchange visitors are subject to the 212(e) requirement, because the education, training, or skill the exchange visitor is

pursuing in an exchange program appears on the Exchange Visitor Skills List for exchange visitor's country or they have received funding from their government. Obtaining a statement of no objection is therefore the most common means of requesting a 212(e) waiver and is generally the easiest to acquire.

- 2. Interest of a U.S. government agency**

The interest of a U.S. government agency may be considered a reason for a waiver, if the agency agrees to support the waiver on the grounds that it would be in the public interest for the exchange visitor to remain in the United States and a departure would be detrimental to a program or activity of interest to the agency.

- 3. Exceptional hardship to a spouse or child who is a U.S. citizen or permanent resident**

Exceptional hardship to a dependent of the scholar upon return to the home country is difficult to pursue and is rarely used as a basis for requesting a waiver to the 212(e) requirement.

- 4. Persecution of the exchange visitor because of race, religion, or political opinion**

Citing persecution in the home country is the most difficult to pursue and is rarely used as a basis for requesting a waiver to the 212(e) requirement.

APPENDIX A

IMMIGRATION STATUS FREQUENTLY ASKED QUESTIONS

Immigration Status	B1/B2 (Work Designation)	J-1	H-1B
Is the scholar eligible for a Social Security Number?	No	Yes (after 10 working days in the U.S.)	Yes (after 10 working days in the U.S.)
Is the scholar eligible for travel reimbursement?	Yes	Yes	Yes
Is the scholar eligible for honorarium?	Yes	Yes	No
Is the scholar eligible for a payroll paycheck?	No	Yes	Yes
Will the scholar be taxed at 30% on the honorarium?	Yes	Sometimes — depends on the length of stay	No
Must the scholar file U.S. federal tax forms?	Yes (Form 1040NR and 8843)	Yes (Form 1040NR and 8843)	Yes (Form 1040NR and 8843)
How long may a scholar stay in the United States?	Up to six months	Maximum three years	Maximum six years
Is the scholar eligible for tax treaty?	Depends on country of citizenship. Scholar should meet/talk/email Luanne Brown.	Depends on country of citizenship. Scholar should meet/talk/email Luanne Brown.	Depends on country of citizenship. Scholar should meet/talk/email Luanne Brown.

APPENDIX B

HOW TO ENROLL YOUR CHILD IN ALLENDALE PUBLIC SCHOOLS

1. Go to Allendale Public School website:
<http://www.allendale.k12.mi.us/>.
2. On the main menu, scroll over the ***Our District*** tab and click on ***Enrolling at APS***.
3. Click on the link that suits your family's needs:
 - Kindergarten Enrollment
 - Grades 1st–12th Enrollment
 - School of Choice
4. Print and fill out every form listed.
5. Make a copy of each required document listed on the website. This ***may*** include:
 - Your child's original birth certificate OR passport and visa
 - Proof of residency; such as a utility bill, lease, or mortgage
 - Immunization record (available at MCIR.org) OR a waiver with a Health Department stamp available at Ottawa County Health Department
 - Health appraisal form
 - Vision and hearing screening

Please refer to the website for more specific required documents.

6. Return the completed forms and required documents to the office by mail or in person.

Note: Check the office hours on the website if the documents are submitted in person.

District Administration Office
10505 Learning Lane
Allendale, MI 49401
USA

It's best if you speak with Bobbi Brugnani at (616) 892-5574, she will assist you with the process before sending in the documents.

■ APPENDIX C

HEALTH INSURANCE, VACCINATIONS, AND MEDICAL ATTENTION

Health Insurance Information

Federal law mandates that all J-1 scholars and their dependents are covered by health insurance during their stay in the United States. They may purchase a policy in their home country, if it meets the following conditions:

- \$50,000 or more in medical benefits
- \$7,500 for repatriation of mortal remains
- \$10,000 for medical evacuation to home country
- \$500 or smaller deductible amount
- A copy of the policy (in English) must be submitted to the Padnos International Center upon arrival

If a scholar does not have proof of health insurance when they arrive, they will be charged for the health insurance through the Padnos International Center.

INFORMATION ON GRAND VALLEY'S CAMPUS HEALTH CENTER

Vaccinations

No vaccinations are required by Grand Valley; however, vaccinations for measles, mumps, rubella, polio, and tuberculosis are recommended. No proof is required. If the visiting scholar is bringing any prescription drugs to the United States, they must bring an English translation of the prescription with them. In case any prescriptions are needed while they are here, Metro Health at the Campus Health Center can assist them.

Medical Attention

Grand Valley offers medical services through the Metro Health Center. Visiting scholars needing urgent medical attention should visit one of the area hospitals, which include Spectrum Health, Mary Free Bed, Metro Health, Helen DeVos Children's Hospital, Butterworth Hospital, and Saint Mary's Health Center.

Contact Information:

Kate Stoetzner

Barbara H. Padnos International Center

Grand Valley State University

1 Campus Drive

Allendale, MI 49401

(616) 331-3898 (phone)

(616) 331-3899 (fax)

www.gvsu.edu/pic

stoetznk@gvsu.edu

Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. 3/13

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