

Visiting Scholar Checklist OVA/DS-2019

Use this checklist to ensure you have all the components of the complete Visitor packet. Links to all forms are available at the Office of Research Compliance and Security website at [Official Visitor Agreements \(OVA\) | Office of Research Compliance & Security \(msstate.edu\)](https://www.msstate.edu/research-compliance-security/official-visitor-agreements). Send the complete Visitor Packet to the Office of Research Compliance and Security (ORC&S)- Mailstop 9563, Attn: Veronika Jelinkova. Contact Veronika with any questions at vbj3@msstate.edu or 325-7190.

OVA departmental contact:

Dates of visit:

Visiting scholar's name:

Employed or Student
(circle one)

- ☐ Official Visitor Agreement
- ☐ Attachment A: Project Description
- ☐ OVA Cover Sheet and Routing Form with approvals of the MSU Collaborator, Department Head, Director/Dean
- ☐ Professional CV
- ☐ DS-2019 J Visa Request Form: (for international visiting scholars requesting J1 visa). DS-2019 should include:
 - ☐ Language certification (either as part of the form or a separate language skills certification)
 - ☐ Funding source attached with US dollar conversion
 - ☐ Copy of Visitor's Passport (and any dependents) for international visiting scholars
- ☐ Letter of Invitation (if needed)