

The very first step is to contact Dr. Ray Young's Office (714) 278-3602 and request that he write a letter of welcome to the visiting scholar. Next the visiting scholar will need to complete and provide the following to the University:

- Foreign National Information Form (all parts completed)
- Vendor 204 Form (required for setting up the individual in AP)
- Copy of Foreign Passport allowing entry to the United States of America
- Copy of I-94 card/entry stamps from U.S. port of entry
- Certification of Academic Activity Form (all parts completed)

Once all of the above is received, please forward to Accounts Payable office, CP-350, for review and determination of after-the-fact payment eligibility.

Once it has been determined that the visiting scholar is eligible, the department/unit will then need to process the following:

- Accounts Payable Check Request Form (approved & signed once determined he is eligible for payment)
- After-the-Fact Justification Form (Approval of the appropriate Vice President or designee is normally required for this form)

Please note additional forms and approval processes may be needed once payment eligibility and tax withholding requirement have been determined.

To ensure the campus's compliance with the Department of Homeland Security's Requirements for foreign speakers/scholars/artists to campus please note the following University website: http://www.fullerton.edu/academicprograms/International_Opportunities/scholar_guidelines.htm.