VISITING SCHOLAR CHECK LIST

Name of Visiting Scholar: ________________________________________________________

LETTER OF INVITATION/DS 2019
Once you have talked with your Program Sponsor (MSU Faculty) about the nature of your visit, connect with Susan Hoekstra (shoekst@msu.edu) in the Graduate Office to work on the necessary paperwork to obtain your DS-2019, no later than 3 months prior to your arrival. She will let you know what she needs to process your request.

OBTAIN HOUSING
There are many alternatives for housing and leases and prices vary. There are multiple places to obtain housing. A few websites to go to regarding housing include: Once you have secured housing, please let Susan Hoekstra know your local address.

https://offcampushousing.msu.edu/
http://www.dtnmgt.com/
http://liveon.msu.edu/content/international-students

ARRIVAL
Please let Susan Hoekstra know the date of your arrival and to plan a meeting time.

UPON ARRIVAL
1.) Check in with Susan Hoekstra in Room 216 Music Practice Building
   http://maps.msu.edu/interactive/index.php?location=mpb

2.) Check in with OISS at the International Center Monday through Friday from 1 pm to 4:30 pm. Upon check in, the scholar must provide OISS with their U.S. address. This address must describe a residence. It cannot be a P.O Box or an office address. It can be a "care of" address http://maps.msu.edu/interactive/index.php?location=cip

3.) Go to ID office to get MSU ID card. The ID office is located in the International Center. http://maps.msu.edu/interactive/index.php?location=cip

4.) Parking - Visiting Scholars can purchase a parking permit to park for the duration of their stay through Parking Services at a rate of around $40 per month. You will need your MSU ID card, your passport, the vehicle registration and a copy of your invitation letter that outlines the duration of your visit. Should you wish to be able to have access to lots with parking bars, you will need to get your ID validated for an additional $10 at the ID Center. http://maps.msu.edu/interactive/index.php?location=ps

5.) Connect with your program sponsor regarding activities. Your program sponsor is:
WHILE HERE
• Scholars must report any change of address to OISS within 5 days.
• Scholars must also report any life event that may affect their immigration status such as birth of a child, marriage, change of legal name, divorce or death. This rule also extends to J-2 dependents.
• Scholars must come to OISS to have their DS-2019 signed if they will travel outside the United States. Signatures are valid for 6 months.

EXTENSION
Should you wish to extend your stay, please see Susan Hoekstra in the Graduate office to obtain a request for an extension. This MUST be done no later than one month before your current end date.

WHEN LEAVING
Scholars must check out at OISS. OISS is required to report the scholar's program end date to the federal government. This is the date the scholar completes a program. It could be the end date on the DS-2019 or it could be a prior date.

HELPFUL INFORMATION
Library Privileges – You can choose to use the library as a Visiting Scholar or Community member. http://maps.msu.edu/interactive/index.php?location=lib

Visiting Scholar – Use your MSU ID
• MSU Visiting Scholars may read books and journals in the library (but may not check them out).
• MSU Visiting Scholars may use MSU online electronic resources on "Selected Resources" computers in the Main Library and Branch Libraries.
• MSU Visiting Scholars are not authorized for access to online resources from a laptop, campus office, university housing, or off-campus.
• MSU Visiting Scholars may not request material from other libraries through MSU Libraries InterLibrary Services.

Community library privileges may be obtained by presenting the following at the Main Library Circulation Desk:
• a passport OR a U.S. driver's license OR a State of Michigan Identification card and
• an official copy of a signed lease for local housing or an MSU housing contract (obtained from the residence hall or apartment director)

Lockers
There are a limited number of lockers available within the Music and Music Practice buildings. A $20 non-refundable fee is required before a locker key is issued. To sign out a locker go to the main office in the music building or email mainoffice@music.msu.edu