

Duke University School of Nursing
Visiting Scholar Applicant Check Sheet

- ___ Read program requirements, deadlines and fees
- ___ Read non-refundable \$300 fee required with application
- ___ Read visiting scholar fee refund policy
- ___ Read and provide proof of English language proficiency
- ___ Email faculty with request to mentor applicant
- ___ Develop and finalize measurable objectives of visit with faculty mentor
- ___ Complete online application. **Before completing online application, the scholar should have the following documents ready to upload:**
 1. Curriculum Vitae
 2. Letter of reference and support from institution and/or employer
 3. One-page summary of goals and objectives
 4. Statement of how scholar will use knowledge gained
 5. Proof of financial support as required by US. Department of Homeland Security and Duke Visa Services.
 6. Proof/Receipt of Wire Transfer for \$300 Application Fee
- ___ Sign and return via email the following documents:
 1. Letter of invitation
 2. ICJME Agreement for Visiting Scholars
 3. Visiting Scholar Obligation and Refund Policy
 4. Visiting Scholar Participation Eligibility Form
- ___ Complete Visa web form (upon receipt of login and password from program Manager)
- ___ Complete instructions and express mail required documents to program Manager (see J-1 Visa check sheet)
- ___ Wire transfer visiting scholar fee ninety (90) days BEFORE start of program
- ___ Follow the Schedule for Day One Agenda/Onboarding