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
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