

**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 acknowledge 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. ICJM Agreement
  3. Visiting Scholar Obligation and Refund Policy
- \_\_\_ 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)
- \_\_\_ Follow the Schedule for Day One Agenda/Onboarding