

International Visitor Checklist

The Center for International Services and Programs (CISP) helps University Colleges and Departments arrange visits from international groups and delegations. These visits are very important as CSU develops its international mission.

Advance planning is a key to the success of these visits and future relationships. Many visits of these delegations are meant to be friendly familiarization experiences, where representatives from overseas institutions and university leaders wish to tour the campus. Some of these groups are looking to work directly with a department or college.

CISP's role is to be a central clearinghouse for both types of activities. If the group is already focused on an individual department, it is expected that leadership for the visit will come from that college or department. By leadership, it is meant that everything internal to that College and Department will be managed by them. If multiple units are involved, CISP will coordinate those activities, but it is important that CISP is copied into all correspondence.

Following is a general list of issues to be covered. This list is not exhaustive and any recommendations to additions are always helpful:

Coordination:

One person in the department needs to be identified as responsible for any visit. This person becomes CISP's primary contact and is responsible to ensure all collegiate protocols are followed.

1. Who is the Point person?
2. What are the contact numbers for that person
3. Maintain a file of all important information

Briefing Information

If a meeting is to take place with President or Provost all of this information is required to be transmitted to CISP at least 1 week before arrival of group. It is recommended that the department distribute this information throughout their department including students.

1. Names and Titles of visitors including CV
2. Overview of institution
3. What are your goals for the visit
4. What caused the invitation
5. Dates of visit
6. Who is responsible for visit

Scheduling:

These activities require many details. We are available to assist with these matters. Space and times can be difficult. Following are the questions you need to ask yourself.

1. Meetings: Who will the group meet and why are they meeting with them. Have you sent these individuals a briefing?
2. Discussions. Who should the key conversations be with? What is the Agenda for each meeting? Have you outlined the Agenda and cleared it with all parties
3. Presentations/Lectures: Will they be speaking to a larger group? Have appropriate arrangements been made?
4. Meals: Have appropriate hosts been identified and all meals been accounted for?
5. Transportation: Who is picking up at airport, how will they get to appropriate locations?

Pre-Arrival Matters:

1. Visas: Do they need special letters or authorizations to enter US
2. Arrival? Departure times: When will they arrive on campus
3. Any special dietary needs?
4. Contact numbers overseas

Visit Logistics:

Several Key elements are important

1. Lodging: where, when and who will pay?
2. Transportation: To and from airport who will provide, and who will greet at airport
3. Information and Briefing: Will information be sent in advance? If so what? If the briefing takes place on arrival who is responsible for the briefing?
4. Gifts: What will be given, who will give them? Who will present them?
5. Hospitality: who will entertain, where and when, who will pay?

Follow up

1. What needs to be done ????
2. Who is responsible for follow up?

Evaluation:

1. How will you evaluate?
2. Who will evaluate?
3. What will be done with results?

NOTE:

If the President's Office is to be involved, we will need to arrange details with them as soon as possible. Most high ranking visitors will wish to meet the President or Provost, but should only be done if there are substantive objectives and activities planned. CISP will make all appointments with President and Provost.

If an MOU is to be signed, drafts should be done prior to arrival. Translations are the responsibility of our partner institution. The President signs general MOU's. The Dean of the College with the approval of the Provost is to sign the Activity Agreements. CISP has developed a template for both types of agreements. All this information can be downloaded at www.csuohio.edu/internat.