

UC SANTA BARBARA POLICY AND PROCEDURE

Policy Title: **Obtaining Visas for International Scholars, Staff, and Visitors**

Contact: **International Students & Scholars**

Issued: **June 25, 2009**

Supersedes: **Visas For Foreign Faculty And Postdoctoral Fellows, June 1, 1985**

Page: 1

OBTAINING VISAS FOR INTERNATIONAL SCHOLARS, STAFF, AND VISITORS

I. INTRODUCTION

More than 900 international academic visitors on non-immigrant visas are hosted annually by the University. It's critical, for these individuals and the University, that the most appropriate visa category is used.

II. POLICY

The Office of International Students and Scholars (OISS) is the designated office to serve University departments in securing the appropriate visa category for non-immigrant scholars, staff, and visitors. OISS will provide information and support to departments for a variety of non-immigrant visa categories, including F-1, J-1, H-1B, and TN.

Should outside immigration counsel be needed, OISS is responsible for assisting in securing the services of outside counsel, in consultation with the department, the Vice Chancellors, and the Office of General Counsel, Office of the President, as appropriate to the circumstances.

III. PROCEDURES

Departments planning to host an international scholar, academic visitor, or staff person contact OISS or visit the [OISS Web site](#) for guidance and assistance.