

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR A VISITING SCHOLAR**

Name _____

Title and Department _____

The University of Louisville is permitted to sponsor visitors in the following categories: 1) student (non-degree, associate, bachelor, Master and PhD), 2) professor, 3) research scholar, and 4) short-term scholar. Visa information is available at <http://louisville.edu/internationalcenter/iss/j-1/pre-arrival-information>

(Check one and use the appropriate checklist)

_____ Visiting Scholar – With Pay

- _____ HR email with approval to proceed with hiring process
- _____ Copy of CBC email authorizing hire
- _____ P103
- _____ Letter from Chair to Dean
- _____ 2 Curriculum Vitae
- _____ Faculty ballot for Visiting Scholar position

_____ Visiting Scholar – Without Pay

- _____ Gratis application, indicating all areas that Scholar will be involved with (teaching, research and/or service)
- _____ Faculty ballot for Visiting Scholar position
- _____ Letter from Chair to Dean
- _____ If working with a Principal Investigator (PI) on a grant, PI must add Visiting Scholar to the study through the Internal Review Board (IRB)
- _____ If there is any patient contact, Visiting Scholar will need:
 - Credentialing through all hospitals/clinics/centers where patient contact occurs
 - Hospital/Clinic permission to shadow/observe and confidentiality agreement
 - Copy of current TB skin Test results
 - Non-Employee Handbook Attestation Form
 - HIPAA Confidentiality Agreement Form
 - Patient consent for the presence of the visiting scholar must be obtained
- _____ If the Visiting Scholar's work may result in the creation, discovery, or invention of items that may be protected by copyrights, trademarks, or patents, include Office of Technology Transfer letter of agreement