International Scholar PRE-ARRIVAL Checklist
For Department Hosts and ISSS

☐ Notification. Host department notifies International Student and Scholar Services (ISSS) office of intent to invite visiting scholar to UW-Platteville.

☐ Office Space and Computer Access. Host department makes arrangements for office space, computer access, and lodging for the visiting scholar.

☐ Application. Host department works with scholar to gather/complete scholar application documents. Please see http://www.uwplatt.edu/isss/scholars for more details about the application process and for downloadable application forms.

☐ DS-2019 Issuance. After the host department and/or scholar submits all of the application documents to ISSS, the scholar will be issued a DS-2019 and the ISSS office will FedEx the DS-2019 and invitation letter to the scholar.

☐ Insurance. ISSS Office will enroll the scholar in university-sponsored insurance plan through Consolidated Health Plans (CHP), which meets the U.S. Department of State health insurance requirement for J-1 exchange visitors. Cost of the CHP health insurance plan is approximately $125-155 per month (depending on the scholar’s enrollment period).

☐ Correspondence from Department. Host department should correspond with the scholar about the date/time/location of the scholar’s arrival at a local airport and about the list of preferred courses that the scholar would like to observe. Host Department should also schedule a time to meet with the scholar soon after the scholar arrives at UW-Platteville to give a brief orientation of the department and arrange a campus tour.

☐ Lodging Arrangements. The third floor Royce Hall apartments are available on a first-come, first-serve basis and must be reserved through the Residence Life Office. If the scholar will be living on the third floor of Royce Hall on campus (e.g. Royce Hall apartment), the host department will need to work with the scholar to arrange the scholar’s move-in date/time. If the Royce apartment(s) are not available, the host department is responsible for communicating with the scholar regarding whether or not it is willing to assist the scholar in locating off-campus lodging.

☐ Correspondence from ISSS. ISSS will correspond with the scholar regarding health insurance enrollment, visa-related issues, and ISSS orientation and document check.

☐ Guest Account Request. Arranged by host department. Go to https://www.uwplatt.edu/its/guest-account-request?wssl=1 to request guest access from ITS. This needs to be completed by host department at least one week prior to the arrival of the scholar. A guest account needs to be set up for the scholar so that the scholar can be put into the “system” to get his/her Pioneer Passport, university email account, wifi access, etc.
D2L Access. Arranged by host department. Contact Josh Savoy at savoyj@uwplatt.edu with course codes for courses to which the scholar should have access in D2L.

Textbooks. The host department will need to contact the Textbook Center to let them know if the scholar will need any textbooks. Request a Faculty Textbook Loan Form from the Textbook Center; the department host will be asked to provide an account chargeback code.

Health Insurance. ISSS sends scholar information about health insurance enrollment. Scholar enrolls in health insurance using form found in scholar’s online ISSS account.

Pick up keys. If scholar will be living on the third floor of Royce Hall on campus, the host department will need to arrange to pick up the keys from Residence Life prior to the scholar’s arrival.

International Scholar POST-ARRIVAL Checklist

For Department Hosts and ISSS

Airport Pick-Up. Arranged by host department.

Department Orientation. Arranged by host department.

Campus Tour. Arranged by host department.

Pioneer Passport. Host department may assist scholar in obtaining Pioneer Passport.

Net ID Username/Password. Host department may assist scholar in going to the Help Desk in the Karrmann Library to be set up with the scholar’s username/password. Note: Scholar needs to bring his/her Pioneer Passport.

Dropping off scholar at lodging. Host department responsibility.

ISSS Document Check/Health Insurance and Visa Regulation Overview. Arranged by ISSS.

Arrange coding of Pioneer Passport for use of Laundry Facilities. Only for scholars living in the Royce Hall apartment. The host department will need to contact the Residence Life Office and give them the number on the scholar’s Pioneer Passport ID card so that the scholar’s ID card can be coded for access to Wilgus or McGregor Hall for use of the laundry facilities.

Textbooks. The host department will need to contact the Textbook Center to let them know if the scholar will need any textbooks. Request a Faculty Textbook Loan Form from the Textbook Center; the department host will be asked to provide an account chargeback code.

D2L Course Offered by Teaching and Learning Center. After the scholar has received his/her Net ID and password, the host department may send the name of their scholar(s) to the Teaching and Learning Center staff to have the scholar signed up for the D2L course offered to new faculty.