

VPALGE  
Global Visitors Checklist

**During the Application Process**

1. Visas: Consult with ISSS about visiting international guests and appropriate visas
  - a. Contact Julie Wilbers ([julie.wilbers@vanderbilt.edu](mailto:julie.wilbers@vanderbilt.edu)) early in the process. Julie will offer consultation on terms of visa status, realistic timeframes, and strategies to make the process efficient.
  - b. The ISSS office will work with you to finalize an approval letter that your global scholar can use to present at the consulate or port of entry.
2. Foreign National Visitor Form - <https://redcap.vanderbilt.edu/surveys/?s=TFYXN4APXL>
  - a. Faculty applicants should fill out form as part of the application.
  - b. Please confirm that you have completed this form on the GSIR application

**After Approval – Global Scholar’s Visit**

3. Contact Information: Identify ways to reach the Global Scholar
  - a. Please note that the Global Scholar’s access to phone or email services may be limited during their visit. Apps like WhatsApp may be helpful.
4. Housing: Book reservations and meal plans with West End Tower (WET)
  - a. Global scholarship stays are booked online through the [WET website](#).
    - i. Select ‘Yes’ to the last question of ‘Is the visiting guest apart of the Global Scholarship program?’
    - ii. Once this form is received and the reservation is made you will receive a confirmation email within 48 hours (about 2 days). Please keep this information and share it with your visiting scholar.
  - b. Meal swipes are only covered for the Global Scholar. Guests that are traveling with the global scholar may purchase their own meal swipes if they would like at \$15 a meal.
    - i. In addition to the meal plan, \$100/week will be added to the Global Scholar’s Meal Money Account so that they may be able to access off-campus restaurants through the Taste of Nashville program.
  - c. Please Note:
    - i. During the academic year, rooms at West End Tower are booked months in advance.
    - ii. Guests will be placed in a Full 1-Bedroom/kitchen unit unless otherwise specified.
      1. West End Tower rooms only accommodate up to 2 guests.
  - d. For questions, comments, or concerns, regarding stays at West End Tower, contact the WET team at [WestEndTower@Vanderbilt.edu](mailto:WestEndTower@Vanderbilt.edu).
5. Transportation: World Travel Services (1877-271-9258) should be used for all air travel to facilitate reimbursements and, in case of cancellations, as airline refunds will revert to Vanderbilt.
  - a. For airline tickets, ground transportation, and any other costs associated with travel, Finance will transfer funding to your faculty fund project.

- i. Your administrative contact for reimbursements is Matthew McGlasson ([matthew.mcglasson@vanderbilt.edu](mailto:matthew.mcglasson@vanderbilt.edu)).

### After Approval – Signature Event

6. Catering: Contact Vanderbilt Catering to reserve dates
  - a. Funds will cover one signature event utilizing VU Catering. Contact [catering.vu@vanderbilt.edu](mailto:catering.vu@vanderbilt.edu) for support in organizing your signature event or complete the [Catering/Event Request Form](#).
    - i. We require the use of VU Catering, so reserve dates as soon as possible to ensure their availability.
    - ii. Please note Global Scholar in Residence in the event name and provide the COA for costing.
7. Space: Book on-campus room reservations
  - a. Work with the Students Centers team if reserving space in the Student Centers (Alumni Hall, Sarratt, SLC, Rothschild, etc.).
  - b. For other spaces (Libraries, Academic Buildings, etc.), contact the administrators of those spaces.
8. Marketing: Create and share information about the Global Scholar visit to promote programming
  - a. Create graphics, posters, and other materials to share out.
    - i. Printing Services should be utilized for any printed materials.
    - ii. Share information about the event with the appropriate newsletters, social media channels, and departmental communications.
    - iii. Add your event to the Events@Vanderbilt calendar using the [submission form](#).
  - b. Consider working with Creative Services for a photographer to be present at your signature event.
9. Gift Bag
  - a. Please coordinate with Beth Porter at [beth.porter@vanderbilt.edu](mailto:beth.porter@vanderbilt.edu) to pick up a VU gift bag from Kirkland Hall for your guest.
10. Honoraria: File paperwork for processing
  - a. If providing an honoraria, please reach out to [ITO@vanderbilt.edu](mailto:ITO@vanderbilt.edu) to assess tax implications.
  - b. Work with your procurement administrator to process the honoraria
    - i. Supporting documents, such as a letter detailing the amount for the honoraria, will be needed.
    - ii. Submissions for honoraria cannot be made until after the visit.
  - c. The Global Scholars in Residence Program does not cover honoraria. You will need to seek funds from other sources.