

# Workflow for Visiting Scholar Requests

**Updated 2023**

**Items in red are required. Items in black are help aids and optional.**

## Step 1

Note: If your visitor is coming for longer than 6 months and/or is coming on a J1 visa, please contact the HR Global Services first before completing the packet.

- Departmental contact is notified by sponsor of the intent to host a visitor with clinical access
  - **Document A: Visitor Request Form**
  - **Document B: Sponsor Agreement Form**

## Step 2

- Departmental contact sends "Welcome Email" to visitor\*
  - **Document C: Application for Clinical Access form**
  - **Request for CV and copy of current passport/visa**

## Step 3

- Departmental contact initiates a First Advantage background check on-line through hrconnection.osu.edu.
  - *This is not the same as FBI/BCI, which must also be done once your visitor arrives. Visitor will be fingerprinted and should have results in 24 hours. You can then bring them to ID processing the next day to get a badge.*

## Step 4

- HR person reviews documents and initiates invitation to First Advantage
- HR person should notify departmental contact to confirm invitation to First Advantage

\*Optional email template provided

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## Step 5

- Departmental contact drafts "Letter of Invitation"\*, prints on letterhead, and routes for signature from sponsor
  - Document D: Letter of invitation

## Step 6

- Departmental contact sends "Requirements Email"\* to visitor and attaches the following documents:
  - Document D: Signed Letter of invitation
  - Document E: Required immunizations list
  - Document F: Confidentiality statement
  - Document G: HIPAA slides and questions
  - Request for proof of current insurance

## Step 7

- Departmental contact grades HIPAA questions to ensure a passing grade (greater than or equal to 80%)
- If you have not been notified, Departmental contact can email HR person to confirm clearance of First Advantage

## Step 8

- Departmental contact sends "Email to the Chair"(if there is a different internal process follow that)
- Attachments to include list of "Required immunizations"
- Proof of required immunizations in English, provided by the visitor
- Document H: Application for Clinical Access - Approval Document
- Once reviewed, chair signs and dates Section I of Document H and returns to departmental contact

\*Optional email template provided

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## Step 9

• Departmental contact sends "Email to the Office of Global Health" with completed packet for approval\*. All items must be included in order for the application to be reviewed. Please do not send the vaccination records.

- Documents to include: A, B, C, F, H
- Results of HIPPA test (not the test, just the results)

## Step 10

Office of Global Health reviews application packet for completion and accuracy and routes to CMO or International Administrator for signature under Section I Document H: International Visitors Access Request

- Office of Global Health forwards security questions for review
- Office of Global Health forwards confidentiality statement for review

## Step 11

Office of Global Health sends approval email to departmental contact. Send travel email to visitor using either template provided or your own letter.

## Step 12

Departmental contact forwards approved "Clinical Request" (Document H) to the appropriate personnel as needed.

\*Optional email template provided