1. The expectation is that the Dean will be informed of international visitors to campus for business purposes for visits scheduled for 1 day or more.

2. Letters of invitation are issued only at the Dean or Provost level. International Student & Scholars Services (ISSS) will be copied on letters of invitation for tracking and archiving.

3. The Office of the Provost provides the Visiting International Scholar access to University libraries with full privileges; it provides an assigned library carrel, when available, and/or space in the host department. The host department is encouraged to involve the Visiting International Scholar as much as possible in the life of the department.

4. As needed, it is expected that the host department will provide the Visiting International Scholar with an orientation to the University and to the Oxford community. Assistance will also be available in seeking long-term housing or in obtaining temporary accommodations until permanent housing can be located. Miami University is not responsible for providing housing on campus.

5. Visiting International Scholars are required to provide their own medical insurance. Information on available policies can be obtained from the ISSS office or by contacting international@MiamiOH.edu.

6. Miami University accepts no liability for laboratory work engaged in by the Visiting International Scholar.

7. The Visiting International Scholar should not expect to take on paid duties during his or her stay at Miami University. There is little likelihood that a paid position will be available. Visitors to the U.S. typically do not have authorization to work off-campus.

8. The Visiting International Scholar will notify the host department if any family members will accompany him or her.

9. The Visiting International Scholar is expected to comply with rules and regulations pertaining to Section 16: USE OF UNIVERSITY PROPERTY AND RESOURCES of the Miami University Policy and Information Manual, which can be found at http://www.miamioh.edu/MUPIM