

Office/Contact: Office of Academic Affairs

Source: SDBOR Policies 1.6.3, 4.4.6, 4.9.1 and 4.9.6; University Policy 4:8 (Volunteers)

Link: <https://sdbor.edu/policy/>; <https://www.sdstate.edu/sites/default/files/policies/upload/Volunteers.pdf>

Associated Form: [SDSU Background Check Duties Questionnaire](#); [Unpaid Adjunct or Volunteer Work Agreement Form](#); [Request for Visitor Form](#)

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## **SOUTH DAKOTA STATE UNIVERSITY**

### **Policy and Procedure Manual**

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This policy and its procedures set forth the University standards and protocols for registering and approving visitors at the University, ensuring regulatory compliance, and making sure necessary preparations are made.

#### 2. Definitions

- a. Brief Visit: a visit where the duration is less than 14 calendar days and there are no Laboratory or Clinical Space activities (e.g.,

g. Sponsoring Unit:

- g. The Office of International Affairs, or successor office, is responsible for reviewing the appropriate documentation of International Visitors, as well as assisting with the following activities:
  - i. Obtaining a J-1 Visa, as necessary.
  - ii. Providing necessary immigration support during the duration of the visit.
  - iii. Verifying insurance and assisting in acquiring appropriate coverage.
  - iv. Processing DS-2019 extensions, as necessary.
  - v. Reviewing and approving financial documents.
  - vi. Making a reasonable effort to determine that the English proficiency of a proposed Visiting Scholar is sufficient to allow meaningful interaction between the individual, University faculty and staff, and the greater community.
  - vii. Providing cross-cultural opportunities for the Visiting Scholar.
  - viii. Assisting the Visiting Scholar with a cultural transition to the University and the surrounding area.
- h. Shared International Employment Services, or its successor office, is responsible for determining University tax implications and providing relevant assistance for International Visitors.
- i. The Division of Research and Economic Development, or successor office, is responsible for reviewing the appropriate documentation, as well as assisting with the following activities:
  - i. Identifying and reviewing all intellectual property concerns or aspects related to the visit in conformity with SDBOR Policy 4.9.1 and University policies.
  - ii. Reviewing Visiting Scholar activities for Export Control implications and compliance.
  - iii. Conducting screenings (including, at a minimum of the Visiting Scholar and their home institution) against the denied party lists maintained by various federal agencies.
  - iv. Assisting in applying for export licenses and other approvals, as needed.
  - v. Reviewing any materials, information, or services to be provided to International Visitors for licensing requirements.
- j. The Office of Grants and Contracts Administration, or successor office, is responsible for establishing necessary grant funds in the financial system if associated with sponsored projects.

k. The Office of Human Resources, or successor office, is responsible for reviewing the

- f. During the visit, the Sponsoring Unit and Sponsor will ensure all policies, procedures, and protocols are followed by the Visiting Scholar.