

Buffett Visiting Scholar Application and Pre-arrival Process

Application

Step 1: Complete Buffett Visiting Scholars Application (Required)

- Prospective faculty hosts submit a [Buffett Visiting Scholars Application](#)
- **Deadlines:** Applications should be submitted by October 15, January 15 or April 15.
 - Please submit the application three to six months in advance of the intended start date. Be sure to take visa processing times into account, including [U.S. Consulate Appointment Wait Times](#) (if necessary).

Step 2: Apply for Additional Funding to Support the Buffett Visiting Scholar (Optional)

- Faculty hosts submit an application for a [Buffett Global Collaboration Grant](#) if they are interested in seeking additional funding to support the Buffett Visiting Scholar.
- **Deadlines:** October 15 and April 15

Vetting

Step 3: Buffett Review

- A Buffett faculty committee reviews applications. The committee will evaluate the proposal considering (among other criteria) academic excellence and the visitor's potential to benefit multiple constituencies at the university.
- Applicants typically receive a response four weeks after the deadline.

Step 4: Office for Research Review of Appointment Request

- Once approved by the Buffett faculty committee, Buffett works with Northwestern's [Office for Research](#) to facilitate their review of the appointment request. This includes screening by Northwestern [Export Controls and International](#)

[Compliance](#) of both foreign nationals and affiliations against all publicly available restricted party lists.

Appointment

Step 5: Appointment Letters

- Upon receiving approval from the [Office for Research](#), Buffett will issue a formal appointment letter in collaboration with the faculty sponsor(s) and program.
- The appointment letter outlines the terms of the appointment, including university policies and expectations for visitors. The visitor will be required to sign and return this letter to begin the next steps in their processing.

Visa Processing (For Foreign Nationals Only)

J-1 versus B1/WB visas: The following section details the process for Buffett Visiting Scholars coming to the U.S. on a J-1 visa type, which is the most common. However, there are some circumstances where a B1/WB Short Term (Visitor) Visa is more appropriate. Northwestern's [Office of International Student and Scholar Services \(OISS\)](#) can provide guidance and advice on the appropriate visa type for each scholar.

Visa Processing at Northwestern (For J-1 Visas)

- Northwestern J-1 Scholar Orientation: An online training on Homebase
 - As you initiate the visa process, Northwestern's Office of International Student and Scholar Services will give visitors access to the online Northwestern J-1 Scholar Orientation, which will provide additional details for the visa process.
 - Visitors on a J-1 visa must complete this training prior to their arrival in the U.S. and must provide proof of completion to OISS during the immigration check in within five days of arriving on campus.

Visas for Dependents (if applicable)

- Visitors accompanied by their spouse or children should review the requirements and [steps for securing a J-2 visa](#).

Visa Processing in the Prospective Visitor's Home Country

- Once Northwestern issues a [DS-2019](#), the visitor should carefully follow each of the steps outlined in the [Steps for Incoming Exchange Visitors](#). This includes requirements such as paying the SEVIS I-901 Fee, obtaining a visa stamp and completing immigration check-in at Northwestern.

Arrival

Step 6: Welcome and Onboarding

Roberta Buffett Institute for Global Affairs at Northwestern

- Buffett staff look forward to welcoming visitors to campus, sharing advice for life in the Evanston and Chicago area, and helping visitors engage with the Northwestern community. We also have special programming for [Buffett Visiting Scholars and their families](#).
- The [Buffett Visiting Scholars SharePoint Site](#) (Northwestern NetID log in required) is the primary place for information for visitors to Buffett before they arrive, when on campus and while preparing to depart.
- If the visitor has housing in the [McManus Center](#), Buffett staff will help coordinate housing details. If the visitor has office space at the Buffett Institute, Buffett staff will coordinate office details.

Faculty Hosts and Their Departments

- In addition to working with the Buffett Institute, Buffett Visiting Scholars are welcomed to campus by their faculty hosts. They will make key introductions at the university so that visitors can make the most of their time on campus.
- Sometimes Buffett Visiting Scholars have a “home department” outside of Buffett that manages important logistics for the visitor.

Office of International Student and Scholar Services (For Foreign Nationals Only)

- Required: Within five days of arrival, all Buffett Visiting Scholars must check in with their [International Scholar Advisor](#) by email and provide the following documentation:
 - Completed [J-1 Exchange Visitor Check-In Form](#)
 - JPEG or PDF of the visa page in the passport
 - Most recent [I-94 Record](#)
 - Northwestern J-1 Scholar Orientation Certificate of Completion, sent via email attachment upon completion of the training course in Homebase. (Also downloadable at the end of the course.)