

PROCEDURES FOR INVITING VISITING SCHOLARS

The following information identifies the information and items that will be necessary in preparing an invitation letter to visiting scholars. Please submit this information in memo form and include all necessary attachments to the Provost Office at Claremont Graduate University:

1. The dean of the school or the chair of an unaffiliated department will make arrangements with the visiting scholar who wishes to study at Claremont Graduate University (CGU). It is not typical procedure for CGU to offer any compensation to visiting scholars. However, there might be times when a school or department makes certain monetary arrangements with the visiting scholar. In situations where there is a monetary exchange, the dean of the school or the chair of an unaffiliated department will need to include in the memo the specific terms that should be put into the letter prepared under the Provost's signature. Visiting scholars are granted library privileges at all the campuses libraries. Specific instructions are included in the invitation letter and will help the visiting scholar successfully receive a library card. In addition to library privileges, the visiting scholar may be entitled to work space, and a computer with Internet access. If you do not want this in the invitation letter, please state that in the memo.
1. The scholar's vita needs to be included with the memo requesting the invitation letter. If one is not provided with the memo, it will be held until a vita is received in the Provost's Office.
2. Be sure to include in the letter the month date and year that the visiting scholar is expected to visit CGU and the month date and year in which the visiting scholar will terminate the visit. Also, please note the person in the school or department who will be the point of contact for the visiting scholar.
3. Letters to non-U.S. citizens will include the proper forms and the visiting scholar will be requested to complete and return the form(s) to the Admission's Office to the attention of the International Student Advisor. The International Student Advisor can assist the visiting scholar in the preparation of the visa request, but it is the responsibility of the visiting scholar to obtain his/her own visa.