

Visiting Scholar Process

<p>At least 9 weeks before visit</p>	<p>Complete ISSI package is given to Maria and/or Kelly White at k.white@neu.edu</p> <ul style="list-style-type: none"> Forms can be found at: http://www.northeastern.edu/issi/forms.html
<p>First day at Northeastern</p>	<p>See Kelly White located in 342 Snell:</p> <ul style="list-style-type: none"> If the visitor is international, Kelly will arrange the visitor's required appointment for visiting scholar's I9 processing with ISSI For all visitors: Kelly will ensure employment letter and other required documents are completed <p>See Maria LoSurdo at 408 Dana:</p> <ul style="list-style-type: none"> Will set up Sponsored account Will request access to appropriate labs/offices
<p>Last day at Northeastern</p>	<p>See Kelly White located in:342 Snell"</p> <ul style="list-style-type: none"> Give Kelly form 508 (End of Program Notification) signed by faculty host: http://www.northeastern.edu/issi/scholars.html <p>Check in with Maria LoSurdo at 408 Dana</p> <ul style="list-style-type: none"> Return Keys and ID