

Humboldt State University

HSU INTERNATIONAL VISITOR GUIDE

Introduction

This guide is designed to assist administrators, faculty, staff, and student organizations in arranging short visits by international guests or delegations to HSU. A well planned visit will help support the goals of the project.

If you are requesting that the President or other high-ranking officers of the university participate in your visit, see the **Office of the President** section. If you would like your visit publicized to the campus or surrounding community, or if your visit raises special security concerns, see the **Publicity & Security** section. If you plan to request funding from outside your department, administrative unit, or organization for part or all of the proposed visit, see the **Funding** section. This information should be submitted to the Dean for Research, Graduate Studies and International Programs well enough in advance to allow for a reasonable response time and to give interested parties adequate preparation time.

This guide also is available online at <http://www.humboldt.edu/~gradst/>. For additional information, contact the Office of Research, Graduate Studies and International Programs at (707) 826-3949.

Initial Planning & Preparation

- If you have been contacted by a prospective visitor, request from him/her further information regarding the possible scope and timing of the visit.
- Before issuing a formal invitation or confirmation of a visit, prepare a tentative budget and establish the source(s) of funding. Determine which expenses will be paid by HSU and which expenses will be paid by the prospective guest(s), and address these issues clearly in the letter of invitation. Feel free to consult with the Director of International Programs concerning visa restrictions and requirements.
- If your planned visit will require funding from outside your department/unit/organization, submit the information requested in the **Funding** section to the Dean for Research, Graduate Studies and International Programs. The Dean, acting as the President's designee, will consider the feasibility of the funding request and help planners secure any available funding. To cover costs and to defray expenses, you may wish to involve other academic departments or non-university agencies as co-sponsors.
- Determine who is accompanying the visitor and HSU's responsibility for any companions.
- Obtain biographical information from all visitors/members of the delegation.

- Research the visitor's needs regarding diet, medical considerations, transportation, interpreters, etc.
- Once funding for the visit is secured, issue a formal letter of invitation, specifying date of arrival, length of stay, visitor's schedule and activities, and HSU's financial commitments for the visit.

Host Department/Unit Responsibilities

- Estimate all expenses, ensuring in each instance that it is clear who is paying for them.
- Put the visitor's detailed itinerary in writing and provide a copy to all hosts. Prepare briefing packets for the visitor/delegation and HSU counterparts (see the **Information Packets** section).
- Determine who will meet the visitor at the airport and escort him/her to and from accommodations, campus meetings, and other scheduled events.
- Arrange meals, special events, transportation, and housing.
- Make all necessary arrangements for room and equipment reservations, catering, introductory remarks, moderators, and publicity.
- Arrange for translators/interpreters, as needed.
- Research cultural issues related to appropriate gift giving. For detailed information about cultural sensitivities and practices, see www.executiveplanet.com or www.etiquetteintl.com.
- Provide access to relevant cultural and extracurricular activities. For details about the visitor's country and culture, go to www.cia.gov and click on the "World Factbook" icon.

Scheduling Tips

- Give the visitor/delegation time to recover from jet lag before appointments begin.
- Schedule ample time between appointments and ensure that the visitor has a break between close of the business day and evening events. If time permits, schedule a campus tour.

Publicity & Security

- In instances when a visitor or delegation may be of public interest, secure in advance the visitor's approval for any public event or press coverage. Contact the Public Affairs Office concerning this event. Requests for press releases and media advisories must be submitted through the automated system for Humboldt State News Online (HSNO). Go to <http://news.humboldt.edu/submit.html> and follow the directions for submitting a news story.

- Provide advance notice to the Office of International Programs, the Public Affairs Office, and the University Police when a visitor's status deems it appropriate. Forward a detailed itinerary to all three offices.

Information Packets

- Provide the visitor with a detailed itinerary, including contact information for each appointment/event.
- Provide HSU participants with the visitor's biographical information.
- It is recommended that the visitor be provided with a packet containing such items as the itinerary, specific academic information if applicable, general HSU information and map, and regional tourist information.

The Office of the President

- The Office of the President should be contacted when educational, political, or cultural factors call for the President's participation. In many instances, a vice president or dean may be a suitable substitute.
- Presidential gifts to visitors are the responsibility of the President's Office. Advise the office staff when a gift would be appropriate.

Funding

Limited funds may be available to support visits by international guests. The staff in the Office of Research, Graduate Studies and International Programs can advise you in locating and securing any available funding. If you are seeking funding for your planned visit, please submit the following information to the Office of Research, Graduate Studies and International Programs:

Applicant Information

Name:

Phone:

E-mail:

Sponsoring Department/Unit:

Visitor Information

Name and Title of Visitor:

Date of Visit:

Describe the purpose of this visit and how it will benefit the campus. Attach a detailed budget and identify which funds have been secured and which are pending; include their sources.

Submitted by: _____ Date: _____