

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
Center for International Education  
International Programs and Exchanges

**Departmental Checklist for Services to  
Visiting Foreign Faculty, Researchers, and Scholars**

This checklist serves the department as a guide in assisting foreign faculty, researchers, and scholars to adjust to the U.S. and to the campus community. Foreign faculty, researchers, and scholars need specific information and support both prior to and after their arrival for a successful academic experience. The department can best serve such international visitors by making certain that each of the categories listed below has been carefully considered and arranged before the arrival of the visitor.

**Note: It remains the primary responsibility of the department to see that arrangements are complete so that the visiting foreign faculty/scholar can take full advantage of his or her stay at CSULB.**

Name of Foreign Visitor: \_\_\_\_\_

Dept.: \_\_\_\_\_ Dates of Appointment \_\_\_\_\_ to \_\_\_\_\_

Dept. Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

**Pre-Arrival:**

\_\_\_\_\_ Appointment letter, detailing position, salary, length of stay, etc. (responsibility of Provost for full-time state-funded and volunteers with no compensation; responsibility of dean for full-time Foundation-funded and all part-timers.)

\_\_\_\_\_ Visa decision and BCIS documents (responsibility of CIE)

\_\_\_\_\_ Assessment of English competency (responsibility of dept.)

\_\_\_\_\_ Welcome letter from department to include information on (responsibility of dept.):

\_\_\_\_\_ Teaching and other duties (if applicable)

\_\_\_\_\_ Salary (if applicable)

\_\_\_\_\_ Length of stay (to be determined by dept.)

\_\_\_\_\_ Information on taxing foreign faculty (available at Payroll Services)

\_\_\_\_\_ Transit from airport (responsibility of dept.)

\_\_\_\_\_ Local hotels, motels (responsibility of dept.)

\_\_\_\_\_ Housing alternatives (responsibility of dept., with assistance from the CIE)

\_\_\_\_\_ Mandatory health insurance (contact CIE/Payroll Services)

\_\_\_\_\_ Arrangement for office space (responsibility of dept.)

**Arrival Logistics/Settling In:**

\_\_\_\_\_ Arrangement to meet with CIE staff re: BCIS documents (responsibility of dept.) within ten days of arrival, please schedule an appointment.

\_\_\_\_\_ Orientation to campus; library, computer services, Student Union, etc. (responsibility of dept.)

- \_\_\_\_\_ CSULB ID card (contact Academic Affairs)
- \_\_\_\_\_ Social Security number and card (responsibility of dept. to assist faculty in working with Social Security office)
- \_\_\_\_\_ Payroll procedures (if applicable)
- \_\_\_\_\_ Banking information (responsibility of dept.)
- \_\_\_\_\_ Housing assistance (available in CIE)
- \_\_\_\_\_ Introduction to colleagues (via reception, dinner, etc. – responsibility of dept.)

**Transportation Information:**

- \_\_\_\_\_ Driver's License (responsibility of dept.)
- \_\_\_\_\_ Auto purchasing/leasing information (responsibility of dept.)
- \_\_\_\_\_ Public transportation information (responsibility of dept.)

**Assistance to spouse/dependents:**

- \_\_\_\_\_ Public School information
- \_\_\_\_\_ English conversation classes (responsibility of ALI)
- \_\_\_\_\_ Social groups, clubs, etc. (responsibility of dept.)

**Departure:**

- \_\_\_\_\_ Farewell lunch, party, etc. (responsibility of dept.)
- \_\_\_\_\_ Notify CIE of visitor's departure via CIE departure memo (responsibility of dept.)  
All visitors must report to CIE within thirty (30) days of departure.