**GUEST SCHOLARS**

**DEFINITIONS**

* A **DOMESTIC GUEST SCHOLAR** IS A SCHOLAR FROM THE U.S. WHO WILL BE ON GRAND VALLEY’S CAMPUSES AND USE GRAND VALLEY SERVICES (E.G., EMAIL) FOR 3 OR MORE CONSECUTIVE WEEKS.
* AN **INTERNATIONAL GUEST SCHOLAR** IS A SCHOLAR FROM ANOTHER COUNTRY WHO WILL BE ON GRAND VALLEY’S CAMPUSES AND USE GRAND VALLEY SERVICES (E.G., EMAIL) FOR 3 OR MORE CONSECUTIVE WEEKS.

**PROCESS FOR GUEST SCHOLARS**

STEP # 1 A GVSU DEPARTMENT OR COLLEGE AND A POTENTIAL GUEST SCHOLAR (GS) *INFORMALLY* AGREE TO THE GUEST’S VISIT: WHO, WHAT, WHERE, WHEN, WHY.

STEP #2 THE DEAN’S OFFICE SENDS A FORMAL AGREEMENT LETTER (“GS TEMPLATE”) TO THE GS. THE LETTER FORMALIZES THE WHO, WHAT, WHERE, WHEN, WHY, AND ASKS THE GS FOR ADDITIONAL INFORMATION.

STEP #3 THE GS FILLS OUT, SIGNS, AND RETURNS THE SIGNED COPY TO DEAN’S OFFICE.

STEP #4 THE DEAN’S OFFICE SENDS A COPY OF THE RETURNED LETTER TO HRO (BONNIE MAKA).

STEP #5 HRO ENTERS THE GS INFORMATION IN BANNER, NOTIFIES THE DEPARTMENT AND DEAN’S OFFICE.

STEP #6 THE GUEST SCHOLAR HAS ACCESS TO NECESSARY GVSU SERVICES UPON ARRIVAL.