



Best Practices for Hosting International Visitors

The following information is designed to provide you with assistance when you sponsor or invite an international visitor. This information will help the visiting faculty/scholar have a positive experience during his/her stay at Texas A&M University-Commerce

Emergency Telephone Number

- The Exchange Visitor (EV) should have an emergency telephone number where the sponsoring faculty or someone from your department can be reached at any time day or night in the event of an emergency. This number should be provided to the visitor before his/her arrival to the United States. The EV will be provided a number to contact the director of the International Student Services Office ISSO (Responsible Officer/RO) in case of an emergency.
- The ISSO should have the host department's emergency contact telephone number to notify the host faculty/department in case of an emergency.

Housing Arrangements

- The host faculty/department should provide housing to the EV upon their arrival in Dallas/Commerce and assist them with their housing according to their needs. For on-campus housing the host faculty/department may contact Dennis.Koch@tamuc.edu. For off-campus and temporary housing please go to http://www.commerce-chamber.com/real_estate.htm.
- The ISSO strongly encourages the host faculty/department to recommend the EV choose housing that is close to campus to provide easy accessibility to their work and on-campus resources.

Transportation

- The host faculty/department should work with the EV to either provide or coordinate their transportation to Commerce well in advance of their arrival.
- It is recommended that the host faculty/department meet the EV at the airport.
- Please note that the EV may need transportation to surrounding cities to apply for an SSN and/or driver's license.

Check-in with the ISSO

- Please note that the EV must arrive in the U.S. AND report to the ISSO no later than 30 days after the program start date on their DS-2019. Failure to do so will result in issues with their visa status.
- Please have the EV contact the ISSO immediately upon arrival to schedule an appointment to meet with the director of the ISSO (Responsible Officer).
- The EV will need to bring their DS-2019, passport, visa, I-94, and letter of invitation along with any dependents documents.
- The RO will conduct a brief check-in to remind the EV of their responsibilities under the J-1 visa.
- The RO will also conduct a brief orientation to campus and living in the U.S.

Courtesy Introduction to A&M-Commerce and our Local Community

- The RO will provide brief orientation for the EV to the campus and living in the U.S. but it is recommended that the host faculty/department also provide resources and services to the EV to help orient them to campus. This may include a campus tour or tour of the surrounding community and a visit with other J-1's or individuals from the EV's home country to discuss differences here in the U.S.
- The host faculty/department will need to contact HR to have a CWID number created for the EV so they may secure a Mane ID card and have access to on-campus services.

- Introduce the EV to colleagues at the first possible department meeting, and encourage your colleagues to get to know the EV as soon as possible.

Beyond the Introduction

- Arrange for social events to welcome your visitor, such as a reception for the visitor and their family or lunch/dinner with other colleagues.
- Possibly arrange out of town trips with your visitor to experience the wonders of the great state of Texas. The ISSO provides an occasional trip to the DFW area for students and any EV is welcome.
- The ISSO regularly hosts cultural events on campus such as International Education Week and the Multicultural festival. Please encourage your EV to participate in these events.
- Check-in with your EV regularly to see how they are settling in or if they are experiencing any difficulties. Do not hesitate to contact the RO with any questions or concerns.