



DEPARTMENTAL CHECKLIST FOR INTERNATIONAL VISITORS

- Name of visiting institute/agency: _____
- Names of visitors: _____
- Date(s) of visit: _____
- Complete Non-Immigrant Export Compliance Questionnaire (https://www.oesrc.researchcompliance.vt.edu/system/files/private/non-immigrant_export_compliance_questionnaire_rev_1.4.docx).
- Submit completed Non-Immigrant Export Compliance Questionnaire and CVs/Resumes to oesrc@vt.edu; or by mail-MC (0497); or hand deliver to North End Center, Suite 4400-300 Turner Street NW.
- Complete Request for Administrator Meetings for International Visitors form (VPOIA-001).
- Submit completed VPOIA-001 to rhodesk@vt.edu; or by mail-MC (0265).
- Once you receive the export certification from OESRC, you may send invitation letters, if required by the delegation. The letters should state a range of dates that the delegation is to attend to allow for flexibility in setting up the program. Please use the [template](#) as a guideline.
- Verify if a Memorandum Of Understanding (MOU) or Student Exchange Agreement (SEA) is required. Contact Ian Leuschner (itl815@vt.edu) regarding MOUs and SEAs. **PLEASE NOTE:** Due to the volume of international visits, ceremonial MOUs/SEAs cannot be honored.
- Verify in writing with your college/department the following:
Who is paying for lodging? (*The Inn, Hotel Roanoke, Holiday Inn Express, Courtyard Blacksburg, Hilton Garden Inn, etc.*)
 - The college Org/Fund Number(s): _____
 - The department Org/Fund Number(s): _____
 - The visitors Will Need to provide Credit Card upon check-in
- Reservations have been made at (include Confirmation #s): _____
- Check to see if the visitor(s) need late check-out(s) and communicate with the hotel.
- Meals (breakfast, lunch, dinner) Org/Fund Number(s): _____. If Alcohol is served, Foundation fund must be used. _____
 - Make necessary reservations. Reservations are made at: _____
 - Confirm any dietary restrictions for guests at meals: _____
 - Invite guests and receive RSVPs. Guests include: _____
- If the visitor(s) need a guest wireless account, check with CNS to receive a guest wireless account. Rates as of 10/2013 are about 33 cents a day. Org/Fund Number(s): _____.
- Check to see if visitor(s) need transporting from/to the airport, or if a faculty member organizing is able to assist. State Cars and vans can be obtained through Fleet Services upon availability, but drivers must be registered prior to reservation. (<https://www.fs.vt.edu/fleetcommander/login.asp>)
Roanoke Airport Transportation Service is a vendor in Hokie Mart as well (<http://www.roanokeats.com/>).
Org/Fund Number(s): _____.
- If a delegation needs to meet w/President, Provost, VP for Outreach & International Affairs and/or AVP for International Affairs, this must be communicated on VPOIA-001 form. The VPOIA office will notify with availability.
- Check to see who should be included in meetings; check availability of rooms at IVTSCC and have faculty come to the delegations (preferred), or have the delegations go to the faculty offices. Ask if the faculty are able to provide an escort if within walking distance and the delegation is not too large. Include areas of interest for visitors.
- Check about necessary tours (ICTAS, VBI, VTTI, Math Emporium, CRC, Campus Tour, etc.). Hosting college/departments may have representatives that can provide campus tours and representatives that can escort the delegation throughout the visit.
- For high level visits that include the President’s Office and MOU/SEA ceremonies, the President’s Office must be provided with briefing documents at least 48 hours in advance to include the following:
 - Background on the Institution to include:
 - Number of students from institution studying at VT.
 - Number of Alumni from institution here at VT.
 - Number of students from VT studying at institution.
 - CV/Background on the members of the delegation.
 - Phonetic pronunciation of delegates.