

**Step 2: Extend an invitation to the potential visitor and inform Carrie ([jewett2@usf.edu](mailto:jewett2@usf.edu)).** In consultation with you and the visitor, Carrie will initiate paperwork for a J-1 visa.

**Step 3: Make sure that the visitor has a local residential address prior to his/her arrival to the U.S.**

- a. The following hotels provide special USF rates if visitors need to book a hotel room upon their arrival: [The Fairfield Inn and Suites Tampa North](#), [Residence Inn Tampa North/I-75 Fletcher](#), and [SpringHill Suites Tampa North/I-75 Tampa Palms](#)
- b. Some past visitors have lived in the following housing complexes: [The Grand Reserve](#), [Camden Live Oaks](#), and [Monticello of 42<sup>nd</sup> Street](#)

**Step 4: Once the visitor arrives, help him/her to settle in.**

- a. Contact Shaine Blanco ([sablanca@usf.edu](mailto:sablanca@usf.edu)) to submit the [Resource Form](#) (keys, computer access, etc.). a J-1 visa:

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- a. Invitation letter from the host faculty member
  - b. CV
  - c. DS2019 application
  - d. A copy of Passport/s
  - e. Proof of health insurance
  - f. Financial verification in English

**Step 2: On the day of arrival, a visitor needs to:**

- a. Report to the International Services Office to provide your residence address during your stay in the U.S.
- b. Receive a [USF ID Card](#) at the Marshall Center.

This message will be posted on the department website. Further information is also available at <http://global.usf.edu/is/scholars.php>.

I hope this information sheet will help you.

Sincerely,

Toru Shimizu, Ph.D.  
Professor