

Inviting and Welcoming International Visitors

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Primary Responsible Office: Office of International Education

Purpose

The University of Wisconsin-Green Bay is committed to fostering international awareness and understanding through a variety of methods, including the involvement of international visitors in University activities (i.e. guest lectures, speakers, professors, researchers, entertainers, etc.). Due to the complexities involved in facilitating legal entrance into the United States, determining payment types allowable to persons in various visa classifications, completion of income tax and/or tax treaty documents, procedures for obtaining taxpayer identification numbers, etc., the Office of International Education will coordinate the invitation, welcome, and maintenance of records for all international visitors to the University of Wisconsin-Green Bay.

Definitions

- International Visitor – Any person who is not a citizen or permanent resident of the United States of America.
- Nonimmigrant Temporary Worker – Is the classification given to individuals in the United States under an H-1B visa.

Applicability

This policy, *Inviting and Welcoming International Visitors*, applies to the University, its employees, students and student organizations that invite an individual from overseas to campus for a stay longer than 8 hours or when a financial payment is made to the visitor.

Policy

The Office of International Education will coordinate the invitation, welcome, and maintenance of records for all international visitors to the University of Wisconsin-Green Bay.

Procedures

Any person/group interested in inviting an international visitor(s) to campus should notify, in writing, the director of international education or the international education faculty coordinator. The Office of International Education will then:

1. Assist appropriate University staff in establishing a workable budget and securing any needed approval.
2. Assist in the coordination of services including housing, meals, transportation, etc.
3. Correspond with the international visitor(s) to obtain demographic information needed to process immigration and tax filing.

4. Determine which visa type is most appropriate for the international visitor.
5. Produce immigration documents that will enable the visitor to apply for a U.S. visa and legally enter the United States.
6. Prepare and send an invitation packet that includes:
 - A letter of invitation
 - Immigration documents
 - Instructions on applying for a visa and entering the United States
 - Insurance coverage information and application
 - Taxpayer/tax treaty information and forms (W-8 BEN, 8233, etc.)
7. Establish a personal file for thorough record maintenance.
8. Process immigration, insurance and tax forms.
9. Facilitate Payment to Individual Reports and supporting documentation that enables honorarium remittance and travel expense reimbursement.
10. Welcome the international visitor(s) to campus with a brief orientation program that:
 - Verifies legal entrance into the United States pursuant to visa classification
 - Conducts health screening pursuant to *UW-Green Bay Procedure for Communicable Disease Assessment and TB Skin Testing for International Visitors* as described in the Appendix of this policy.

APPENDIX
UW-Green Bay Procedure
for Communicable Disease Assessment and TB Skin Testing for International
Visitors

Introduction

In compliance with CDC (Center for Disease Control) surveillance and ACHA (American College Health Association) guidelines, it is the policy of the University of Wisconsin-Green Bay to screen International Visitors for the possibility of tuberculosis (TB) or other potential communicable diseases.

This procedure will also be used in collaboration with St. Norbert College as a cooperative in the dual hosting Visiting Scholar Program. Whichever institution is hosting the scholar will be responsible for the assessment of symptoms related to communicable disease endemic to the country of origin, and the follow-up of TB skin testing.

General Screening Process

Upon notification by the Office of International Education and within 48 hours of arrival, the International Visitor will have an appointment in the Counseling and Health Center.

- Those on J-1 or F-1 visas that will be at UW-Green Bay working with students and/or faculty and staff will be:
 - Screened for exposure to or symptoms of communicable disease pertinent to their country of origin. (See attached screening form)
 - If no symptoms or exposures are identified there is no need for further intervention by the Counseling and Health Center.
 - If symptoms or exposures are identified the Counseling and Health Center will intervene according to public health guidelines.
- Those on J-1 or F-1 visas who will be in Green Bay or the United States for a semester or more:
 - Will be screened for exposure to or symptoms of communicable disease pertinent to their country of origin. (See attached screening form)
 - If no symptoms or exposures are identified there is no need for further intervention by the Counseling and Health Center.
 - If symptoms or exposures are identified the Counseling and Health Center will intervene according to public health guidelines.
 - Will have the TB mantoux applied to be read within 48-72 hours.
 - If there is a negative reaction (according to TB Core Curriculum Guidelines) no further intervention is needed.
 - If there is a positive reaction (according to TB Core Curriculum Guidelines) a chest x-ray will be ordered and the office policy and procedure for TB follow-up will be implemented.
 - The chest xray will be paid for by the International Visitor.
- Those on B-2 visas and in Green Bay for less than a month will not be screened.

Note: The Counseling and Health Center will not be able to provide direct patient care for International Visitors who are not student status. If the International Visitor needs medical care they will be directed to the local health care system.

TB Skin Testing of International Visitors

UW-Green Bay Counseling and Health Procedure for TB skin testing visiting scholars:

- The person/persons will make an individual appointments or it will be part of a prearranged orientation program.
- The persons will NOT need a health history form.
- The TB mantoux will be done as a charge back to the International Visitor program.
- A chest x-ray if needed will be paid for by the individual.
- The “International Visitor Communicable Disease Screening/ TB Mantoux” recording form will be used. (See attached)
- This form will be placed in a folder labeled “International Visitors” and filed in the drawer with faculty/staff files.
- We will NOT need to data enter this information. Statistical data will be pulled from the “International Visitors” file on an annual basis.

**Communicable Disease Screening Form
for
International and Exchange Students and Visitors**

Name: _____ Date of Birth: _____

Home Country: _____ Date of arrival in U.S. _____

Intended length of stay: _____

Symptoms: Do you have:	<u>Yes</u>	<u>No</u>
1. Persistent productive cough (greater than two weeks duration)	_____	_____
2. Night sweats	_____	_____
3. Unexplained fever	_____	_____
4. Coughing up blood	_____	_____
5. Anorexia (loss of appetite)	_____	_____
6. Fever	_____	_____
7. Lethargy/weakness	_____	_____

To your knowledge have you been exposed to a person known to have active TB? _____

Where have you traveled to and from within the past 10 days? _____

Have you had any contact with live poultry, chickens, turkeys, birds of any kind?

Yes No

If yes, how long ago? _____

If yes, in what capacity? _____

**International/Exchange Student and Visitor
TB Mantoux Recording Sheet**

The TB mantoux should be done on all International/Exchange Students who are in Green Bay for at least a semester. Complete the communicable disease screening information on the other side of this form.

Name: _____

Previous TB Mantoux: No _____ Yes _____
If yes, was it ever positive? No _____ Yes _____

TB Mantoux Given
(.1cc 5TU given intradermal)

Date: _____ Time: _____ RN signature: _____

TB Mantoux Read

Date: _____ Time: _____ Result: _____ mm induration

This result indicates the person has **NOT** been exposed to Tuberculosis _____
(No further intervention is needed)

This result indicates further intervention is needed. _____

Chest X-ray ordered: _____

Chest X-ray result: _____

Other interventions if any: _____