



**3A-101                      SHORT-TERM INTERNATIONAL VISITOR REGISTRATION POLICY**

**Responsible Executive:**     Vice President for Faculty Development and Advancement  
**Approving Official:**        Vice President for Faculty Development and Advancement  
**Effective Date:**              March 5, 2020  
**Revision History:**            New

**I.     INTRODUCTION**

For a variety of security and health and safety reasons, Florida State University is gathering information in order to track short-term international visitors that come to campus for purposes such as research collaboration, observing, training, etc.

This policy is designed to supplement Florida State University Policy 3A-100, Visiting Scholar/Researcher Policy, and to cover visiting researchers who will be at FSU for fourteen days or less. It **does not** apply to:

- short-term visitors with U.S. citizenship or permanent residency status;
- visitors staying for more than fourteen days (who fall under Florida State University Policy 3A-100, Visiting Scholar/Researcher Policy);
- visitors coming to campus as part of an organized university event, e.g. to attend a conference or give a talk.

**II.    POLICY**

The hosting FSU employee of a short-term international visitor must submit the following information to the Office of Research Compliance Programs (ORCP), at [research-compliance@fsu.edu](mailto:research-compliance@fsu.edu), located within the Office of the Vice President for Research, at least two weeks before the visit.

1. Name of visitor
2. Country of citizenship
3. Home address
4. Affiliation (school, government, etc.)
5. Name of faculty host
6. Host's department or unit
7. Purpose of visit
8. Dates of visit

In the majority of cases, this registration will be sufficient. ORCP may occasionally contact faculty sponsors to ask for further information.

**III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLIC**

Florida Constitution, Article IX, Section 7

BOG Regulation 1.001

BOT Delegation to President; President Delegation to Provost

/s/ Dr. Janet Kistner

---

[Proof of approval retained in file]