

1: VAR

Admin initiates the VAR request

Sponsor or delegate submits the sponsor form

Visitor submits their form

Division reviews and approves

HR reviews and approves

VAR compliance

HR final approves

External Affiliate/Guest/Volunteer: Complete (5—6 weeks)

AA to request access credentials

**Visitor/Visiting Associate/
Visiting Professor:
Contract & Visa (5—6 weeks)**

2: Paperwork

Division drafts paperwork

Division sends requests to Division Chair for approval
(once a week on Fridays)

Division submits to ISS and HR

3: Visa and Contract

If applicable, ISS starts immigration process

HR reviews paperwork (may require Vice Provost or Provost approval)

HR drafts contract letter

Division approves draft letter

Letter out for signature
(President or Vice Provost)

HR emails contract

Appointee signs contract

4: Onboarding

HR onboarding

Appointee can start working

If immigration: contingent on visa issuance; timeline unknown

V/VA/VProf. must complete onboarding forms and trainings to be compliant