

## OVA Packet Checklist

**Department Contact:**

**Visitor's Name:**

**Employed or Student (circle one)**

Allow at least 3 days for the packet to be processed through your dean/director's office, another 3 days for the VP DAFVM office. If corrections are needed, the process will take longer. Once submitted to ORED, please allow 3-4 weeks for immigration document issuance by the International Services Office.

### Official Visitor Agreement

- Effective date is the date the process begins
- Beginning and ending term needs to match dates on DS-2019 and Contract Cover Sheet
- Signatures of visitor/student and collaborating entity can be scanned, not font typed, not digital
- Attachment A – Project Description needs to be as detailed as possible

### Contract Cover Sheet

- Term of contract start and end dates must match OVA and DS-2019
- Signatures: 1) Host faculty, 2) Department head

### DS-2019

- Page 3: Program dates must match with OVA and Contract Cover Sheet
- No digital signatures on pages 5, 8, and 9
- Funding source
- Attach copy of current CV
- Copy of passport identity page for the applicant and each dependent

### Letter of Invitation

- Use template located on DAFVM webpage
- Letter can be included in the packet as long as it contains the sentence referring to contingent upon the receipt of a fully executed OVA
- Letterhead should be used on first page only
- Include header on upper left corner if letter is multiple pages:

Name of visitor
Date of letter
Page 2 of 2
- Print on one side of paper only
- Preferred signature line for VP DAFVM:  
Gregory A. Bohach  
Vice President  
Division of Agriculture, Forestry and Veterinary Medicine