OVA Packet Checklist

OVA Representative Name: **Dates of Visit:**

Visitor's Name: **Employed or Student (circle one)**

Official Visitor Agreement

- ☐ Effective date is the date the process begins – **not the date of the visit**
- ☐ Beginning and ending term needs to match dates on DS-2019
- ☐ 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

- ☐ Signatures: 1) Host faculty, 2) Department head

DS-2019

- ☐ Page 3: Program dates must match with OVA
- ☐ Language certification
- ☐ Funding source – Attach copy with US dollar currency conversion
- ☐ CV – Attach copy
- ☐ Passport identity page for the applicant and each dependent – attach copy – Name on passport must match **EXACTLY**

All attachments must be in English

Letter of Invitation

- ▪ Use template located on DAFVM webpage
- ▪ 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:
  Keith Coble
  Vice President
  Division of Agriculture, Forestry and Veterinary Medicine

Route to the appropriate dean/directors office. 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 it leaves VP DAFVM office, it goes to the Office of Research and Security, then to International Institute. Please allow at least 4 weeks for immigration document issuance.