

Chapter 8

Foreign Visitors

This chapter covers ARS guidelines for handling requests for and reports on Foreign Research Associates and short-term visits by foreign nationals at ARS facilities.

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References: P&P 121.2 - Foreign Research Associate Program and Foreign Visitors at ARS Facilities
Form ARS 214 - Application for Foreign Research Associate for Assignment on ARS Project
Form ARS 215 - Memorandum of Understanding Between the Foreign Research Associate and the Agricultural Research Service
Form ARS 216 - Arrival Orientation Checklist for Foreign Research Associate
Form ARS 217 - Progress Report on Foreign Research Associate Assigned to Agricultural Research Service
Form ARS 218 - Foreign Research Associate's Final Report
Form ARS 219 - Departure Checkout of Foreign Research Associate
Sample of Foreign Visitor Clearance

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From: Jan Jones <JONESJ@ars.usda.gov>
To: GFHNRC.HNRC(FNIELSEN,HLUKASKI,LKLEVAY,PGEARY,SPETE....
Date: 8/13/97 3:46pm
Subject: Foreign Visitor Reports

Please remember that you need to submit quarterly reports showing ALL foreign visitors to your labs/locations. If the visits are only of short duration you need only submit a memo to Jim Lawrence, Foreign Program Assistant stating the following:

- Visitor's name(s)
- Location/lab visited
- Date(s) of visit
- Who they visited if they saw only one person
- Reason for the visit

A carbon copy of the memo should be sent to my office. The memo should be sent to:

USDA, ARS
ATTN: Jim Lawrence, Foreign Program Assistant
Office of the Assistant Administrator, International Affairs
5601 Sunnyside Avenue
Beltsville, MD 20705-5101

Guidelines to be followed for extended visits of foreign scientists are contained in Directive 121.2. This paperwork should be completed as soon as it is known a visiting foreign scientist will be coming and sent to the Area Personnel Office. I will then see that it is forwarded on to Jim Lawrence.

Thank you in advance. If you have questions please feel free to call me or contact me via e-mail.

******Please note: Extended visits are visits that are longer than four months.******