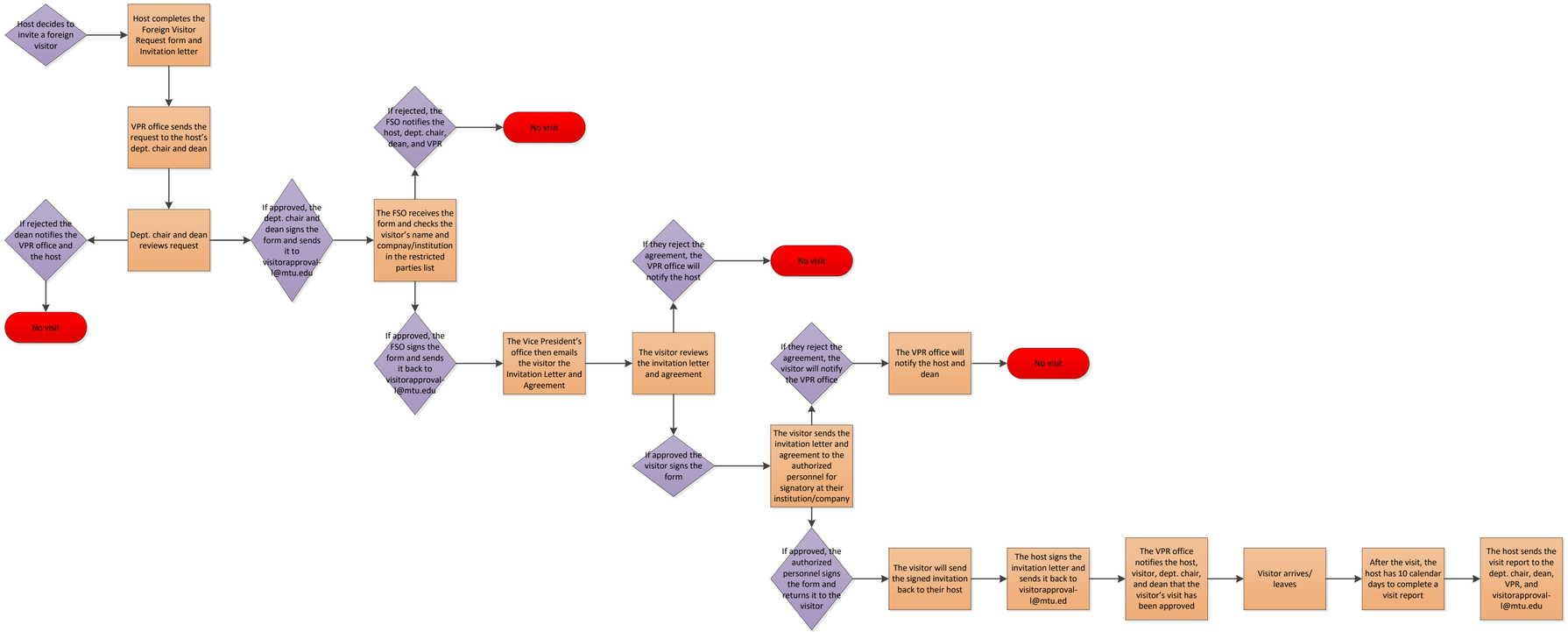
Host decides to invite a foreign visitor
Host completes the Foreign Visitor Request form and Invitation letter
VPR office sends the request to the host's dept. chair and dean
Dept. chair and dean reviews request
If rejected the dean notifies the VPR office and the host
No visit
If approved, the dept. chair and dean signs the form and sends it to visitorapproval-l@mtu.edu
The FSO receives the form and checks the visitor's name and compnay/institution in the restricted parties list
If rejected, the FSO notifies the host, dept. chair, dean, and VPR
No visit
If approved, the FSO signs the form and sends it back to visitorapproval-l@mtu.edu
The Vice President's office then emails the visitor the Invitation Letter and Agreement
The visitor reviews the invitation letter and agreement
If they reject the agreement, the VPR office will notify the host
No visit
If approved the visitor signs the form
The visitor sends the invitation letter and agreement to the authorized personnel for signatory at their institution/company
If they reject the agreement, the visitor will notify the VPR office
The VPR office will notify the host and dean
No visit
If approved, the authorized personnel signs the form and returns it to the visitor
The visitor will send the signed invitation back to their host
The host signs the invitation letter and sends it back to visitorapproval-l@mtu.ed
The VPR office notifies the host, visitor, dept. chair, and dean that the visitor's visit has been approved
Visitor arrives/ leaves
After the visit, the host has 10 calendar days to complete a visit report
The host sends the visit report to the dept. chair, dean, VPR, and visitorapproval-l@mtu.edu