Hiring Process for Visiting Scientists

Hiring Manager

- Decide to Bring Visitor
- Fill Out Intake Form & Collect CV
- Meet with New Hire

Visiting Scientist

- Send HR Documents to HR Coordinator
- Complete IPIA with signature from home institution/company
- Scholar Receives DS2019 for US Consulate Appointment
- Arrives in US up to 30 Days Prior
- Start at MIT
- Complete All Hiring Paperwork
- On Visa — No → Meet with HR Coordinator

Human Resources

- Email Director for Approval
- Need a Visa? — No → Collect HR Documents
- Need a Visa? — Yes
- Put Hiring Transaction Into Atlas
- Add Profile to Peeps
- Orientation for New Hire

ISchO

- Start J1 Visa — **Needs 120 Days**
- Complete All ISchO Steps
- Send DS2019 to Scholar via FedEx (label provided by HR)
- Meet with ISchO once arrive for Orientation
- On Visa — Yes

Financial Officer

- If Salary is Provided, Confirm C/O