

DATE: June 10, 2022  
TO: Visiting Scholars Candidates  
FROM: Karen L. Jones, Executive Director of Global and Graduate Programs (G&GP)  
SUBJECT: Visiting Scholars Program Information

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The University of Houston Law Center (UHLC) is happy to extend an invitation to qualified foreign scholars to come to Houston to use its facilities to conduct their research and learn about U.S. law, legal scholarship, and law teaching. We view our Visiting Scholars Program as an opportunity for mutual exchange, value, and collaboration.

We are proud of our Visiting Scholars Program and have assembled the following information below to assist you in your decision:

- Visiting Scholar Program
- Application Process
- Orientation
- Living Expenses
- To Get Started

Please review the information below. If you have any questions, you can contact the G&GP office at UHLCGGP@CENTRAL.UH.EDU.

## **THE VISITING SCHOLAR PROGRAM**

The Visiting Scholar Program at UHLC is your opportunity to visit UHLC for a specified period of time (typically 2-12 months), engage in legal research, and to take advantage of our law school facilities and local resources. Visiting Scholars at UHLC have access to a shared office, internet, a UH email account, the incredible Law Library and other campus resources.

### *Faculty, Seminars and Auditing Classes*

Visiting scholars are not required to engage UHLC faculty. The standard offer letter for a visiting scholar will not commit any UHLC faculty member to the visiting scholar. However, once on-site, visiting scholars may invite consultation by members of the faculty with expertise relevant to their interests and the G&GP office may facilitate such introductions where appropriate. Visiting Scholars may also arrange through the G&GP office and with the professor's permission, to audit classes as space permits. No transcript is provided for auditing and there are no tuition charges or fees for the program.

Visiting Scholars are encouraged to participate in faculty seminars, continuing legal education (CLE), workshops and other activities that occur at the UHLC.

Foreign visiting scholars are welcome to attend orientation courses provided for foreign-trained law students and engage in the International Law Students Alliance (ILSA) group. We make an effort to include visiting scholars in the social activities and professional visits that are planned for the foreign-trained students and scholars throughout the year.

### ***Presentation of Research***

Although this is not a requirement, we do strongly encourage our Visiting Scholars to take advantage of the opportunity to share the results of their research or present their research-in-progress in a “Lunch&Learn” or “brown bag” informal presentation that may be arranged during your visit. If you are interested in this opportunity talk with the G&GP office after you begin your stay at UHLC.

We may not be able to accommodate everyone but will do our best to facilitate this important academic exchange.

### **APPLICATION PROCESS**

For consideration as a Visiting Scholar complete the online application form ([Visiting Scholar Form \(office.com\)](#)) and submit the required documentation:

- Current resume or CV,
- English proficiency report,
- Short research plan or summary, and
- Funding source (i.e. bank statement)

To complete your application, in addition to the online application, the four (4) items above must be submitted to [UHLCCGGP@Central.UH.EDU](mailto:UHLCCGGP@Central.UH.EDU).

Upon receipt of all required information, a review of the candidate will take place, a decision will be made, and the candidate will be notified.

### ***English Proficiency***

Non-native speakers of English are required to provide information about their level of English language competence. An English proficiency test score is required for application. Consistent with UH campus requirements, Test of English as a Foreign Language (TOEFL) score of 80+ or International English Language Testing System (IELTS) score of 6.5+ is the best option to fulfill this requirement. We will also accept a comparable Duolingo test score of 105+.

UHLC in cooperation with our UH Language and Culture Center (LCC) offers an English as an Additional Language (EAL) Legal English Certificate course in July of each year. The entire four (4) week course is offered online as distance education. You are still required to take one of the English proficiency exams listed above (i.e. TOEFL, IELTS, Duolingo) in order to apply to the Visiting Scholars program. However, if you would like additional instruction in legal English you can apply to the EAL Legal English course. For more information on this Legal English course visit <https://www.law.uh.edu/llm/eal.asp>.

### *Application Submission Dates*

We accept applications throughout the year. However, applications should be submitted by:

- May 1 for consideration for arrival in mid-August
- October 1 for consideration for arrival in mid-January
- March 1 for consideration for arrival in mid-June

Applicants are generally notified within 45 days of receipt of a complete application and will then begin the J1 visa application process. Please keep in mind that time to obtain a visa in your location may require additional time for processing, shipping, and obtaining an appointment for your visa interview.

We make every effort to accommodate serious scholars. However, at times the demand exceeds our capacity to accept visitors resulting in a denial of a visiting scholar request

### *Visa Assistance*

Upon acceptance as a Visiting Scholar at UHLC the G&GP team will assist Visiting Scholars with DS2019 visa (as applicable).

### *Scholarships for Visiting Scholars*

We do not offer any grants or scholarship funds to support visiting scholars.

## **ORIENTATION**

Upon arrival for your first day as a Visiting Scholar, you will have a brief orientation with the G&GP office to help acclimate you to UHLC:

- a) Tour of the law school, including the law library
- b) Introductions to the director of the law library and the international librarian
- c) Packet of information on our LL.M. programs, UH campus, Houston and living options
- d) Introductions to UH legal center(s) relevant to your area of research
- e) Provide access to the Visiting Scholars Office
- f) Class list (relevant to their program of interest)
- g) List of Events taking place at the Law Center

Visiting Scholars must check in with G&GP office at regular intervals and provide updates on their research progress. During your time at UHLC a regular required meeting will be scheduled with the G&GP office.

Although Visiting Scholars tend to work independently on their research during their stay at UHLC, the G&GP team is always here to assist you in case you have any questions.

## **LIVING EXPENSES**

Visiting Scholars are responsible for arranging their own housing, living costs, transportation, parking, childcare, etc. Before a DS-2019 form can be issued, scholars will be required to provide financial information to cover living and health insurance costs for the duration of their time in Houston. Additional information for International Visiting Scholars can be found at [International Student and Scholar Services \(ISSSO\) - University of Houston \(uh.edu\)](#).

#### TO GET STARTED

Please complete the online application ([Visiting Scholar Form \(office.com\)](#)) and submit required attachments, as well as any questions to the G&GP office at: [UHLGGP@Central.UH.EDU](mailto:UHLGGP@Central.UH.EDU).

Kindest regards, Karen L. Jones, JD, MA

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