



## Best Practices for Hosting Exchange Visitors

The following checklist is designed to provide you with assistance when you sponsor or invite an exchange visitor. This information will help the visiting faculty or scholar have a positive experience during his or her stay at Abilene Christian University.

### Emergency Telephone Number

- The visitor should have an emergency telephone number where the sponsoring faculty or someone from your department can be reached at any time of the day or night, in the event of urgent need. This number should be provided to the visitor before his/her arrival to the United States.
- The Center for International Education (CIE) should have the hosting department's emergency telephone number to notify sponsoring faculty and department in case of an emergency of which the CIE becomes aware.

### Housing Arrangements

- Provide housing information to the exchange visitor prior to his or her arrival in Abilene and according to their needs.
- Encourage the visitor to choose housing that is accessible to campus and in a safe neighborhood.

### Transportation

- Coordinate transportation from the Abilene airport to campus, and give all the details to the visitor well in advance of their trip.
- Make plans in advance for how to handle unexpected changes in travel schedules (missed or delayed flights, immigration or custom inspections).
- Try to meet your visitor at the airport.
- Arrange for transportation for your visitor for at least the first few days while s/he settles in at ACU.

## Set-Up Arrangements

- If the visitor will not be an employee, send the [Official Faculty Part-Time information](#) document to Julie Hughes in the Provost's office to request courtesy ACU web access and an email account.
- Assist the visitor to get an ACU ID card once s/he has a banner ID.
- Assist the visitor to acquire office space and appropriate keys.
- Request that the visitor's email be added to the HR newsletter distribution so the visitor can learn of ACU opportunities and activities.
- Request the Adam's Center to add the visitor to the email distribution for programs.

## Check in with the Center for International Education

- The exchange visitor will need to bring his or her immigration documents to the check-in.
- The CIE provides an orientation to visiting scholars on program requirements, employment issues, community services, culture shock, healthcare, information on the city bus schedule and route maps.

## Courtesy Introduction to ACU and Local Communities

- Give your visitor a walking tour of campus.
- Introduce your visitor to their new neighborhood by showing them the shops and services nearest their residence (grocery store, laundry, school for children, emergency medical care).
- Introduce your visitor to colleagues at the first possible department meeting, and encourage your colleagues to get to know the visitor.

## Beyond the Introduction: Throughout the Visit

- Arrange for social events to welcome your visitor, such as a reception for the visitor and their family or lunch or dinner with other colleagues.
- Check back with your visitor after his or her first few weeks to see how they are settling in and if they are experiencing any difficulties.
- Invite the visitor to share his or her expertise with a class.
- Set up a joint Adam's Center presentation with the visitor for faculty.
- Invite the visitor to participate in cultural activities on campus such as the opening welcome chapel, homecoming celebrations, SingSong, Summit, the International Culture Show, the International Food Festival, ACU Theater and concerts, etc.
- Invite the visitor and family to area attractions, such as Abilene State Park, the Buffalo Gap Historical Village, the Abilene Philharmonic, Downtown Artwalk, and area museums & eateries.

- Invite the visitor to professional conferences and meetings.
- Invite the visitor to church or Bible studies.
- Invite the visitor to tour industries or institutions according to his or her interests (local schools, Dyess Air Force base, farm or ranch operations, and local businesses).