“My host campus gave me oxygen. It gave me a comeback.”
SAR SCHOLAR HANDBOOK

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About Scholars at Risk

Around the world today, scholars are attacked because of their words, their ideas and their place in society. Those seeking power and control work to limit access to information and new ideas by targeting scholars, restricting academic freedom and repressing research, publication, teaching and learning. The Scholars at Risk Network responds to these attacks.

Scholars at Risk (SAR) is an international network of higher education institutions, associations and individuals acting together to protect threatened scholars, promote academic freedom, and defend everyone’s right to think, question and share ideas freely and safely. Scholars at Risk members save lives by providing sanctuary to professors, lecturers, researchers and other intellectuals who suffer threats in their home country. Through temporary academic positions, SAR members help scholars to escape dangerous conditions and to continue their important work. In return, scholars contribute to their host campuses through teaching, research, lectures and other activities. Many scholars return to their home countries after their visit. When safe return is not possible, SAR works with scholars to identify opportunities to continue their work abroad. The benefits are clear: scholars are free to live and work without fear. SAR members gain talented academics and inspiring, courageous educators. The world benefits from solidarity among higher education institutions, greater awareness of current threats to academic freedom, and deeper appreciation of the vital role of higher education and scholarship in free societies. Scholars at Risk also educates the public about attacks on scholars and higher education communities through the SAR website, email bulletins, publications and events. The SAR Speaker Series brings threatened scholars to member campuses to engage directly with students, faculty, alumni and the community. SAR also advocates on behalf of imprisoned scholars and undertakes research aimed at promoting understanding and respect for academic freedom and related values.

Higher education institutions, associations and other like-minded organizations in any country are encouraged to contact Scholars at Risk to inquire about joining the network.

Scholars at Risk depends on the generous financial support of friends inside and outside higher education communities to sustain our work. Gifts of any size are gratefully appreciated, including gifts in honor or memory of others, matching gifts and legacies.

Learn more, get involved, or make a gift at www.scholarsatrisk.org.
Introduction

This handbook is primarily for scholars assisted by the Scholars at Risk Network (SAR), collecting in one place practical information and resources based on the prior experiences of network members, assisted scholars, and SAR office staff. In preparing this handbook, we recognize that every visit arrangement between a scholar and an institution—whether for a short speaking engagement or a long-term academic visit—presents unique questions. Nevertheless, there are certain common situations and practices that lend themselves to advance cataloging and discussion. We do that here. Addressing these early and in an organized fashion should facilitate a positive experience for the visiting scholar and institution alike.

In the pages that follow you will find information about Scholars at Risk, what to expect as a scholar or host institution, and a guide for each phase of the hosting process. Appendices include examples of Scholars at Risk informational materials; templates and sample letters and announcements; forms and other relevant information. Some details and resources may be more useful to institutions and scholars in the United States, reflecting the bulk of the network’s experience in its early years. More recent experience includes a much broader range of host countries, and we expect future editions of this handbook to include more detailed information on other countries. Still, the general discussion of the hosting process, various challenges that may arise, best practices for dealing with situations, and model resources should be useful for scholars and institutions in many locations. SAR office staff are available to clarify any information in the handbook or to assist with any questions not addressed inside.

Finally, as this handbook is based on the prior experiences of participating institutions and assisted scholars, Scholars at Risk invites institutions and individuals to share any information which might be useful to include in future editions.
Why a handbook?

In most cases visits by at-risk scholars are not very different from those of other international visitors, especially on shorter visits. At the same time, the fact that SAR scholars have experienced threats at home—or may fear threats in the future—may raise a number of additional considerations. Recognizing these considerations when planning a visit can help to ensure a more positive experience. Such considerations may include:

- The uncertainties of flight, exile, visa restrictions, asylum processes, work authorization, etc., especially when family is involved (whether present or left behind.)

- Financial challenges are common but not insurmountable. Scholars who have endured years of harassment (including possible legal fees or loss of income) or made hasty departures, frequently do not have much, if any, savings. If they do, it is usually not available once they leave their home country or would be severely devalued by conversion, making it difficult for scholars to pay in advance for travel, hotels, security deposits, etc. and receive payment or reimbursement at a later date.

- Sensitivity to the trauma of forced relocation and past experiences is essential. Most scholars are able to resume their work relatively easily. Some invariably will benefit from supportive encounters with other refugees or counseling professionals.

Scholars may have personal security concerns, either for themselves upon their hoped-for return to their home country or for family members or colleagues left behind.

- Some scholars will face a painful, personal decision concerning their long-term plans. Should they accept refugee status or live with the uncertainty of exile, holding on to hopes that change is coming at home, that safe return will be possible soon, if not this year then next? Family issues play a large part in these questions—even scholars who are single adults generally leave extended family behind. Married scholars frequently are forced to leave spouses and children, at least for an initial period while they reestablish themselves.

These issues may not arise in each visit, but they are important to keep in mind. This handbook offers suggestions for addressing these unique considerations of at-risk scholars, along with suggestions for addressing the normal challenges of any international visitor.

Why are scholars threatened?

Scholars at Risk has worked with many hundreds of scholars worldwide who have suffered a wide variety of academic freedom and human rights violations. Based on these real examples, we see three general reasons why scholars at threatened.

Scholars are threatened because the content of their work, research or teaching is perceived as threatening by
authorities or other groups. Academia by nature requires the development of ideas, exchange of information and expression of new opinions. Where such ideas, information and opinions are considered threatening, individual scholars are particularly vulnerable.

**Scholars are also threatened because of their status.** Because of their education, frequent travel and professional standing, scholars are often prominent members of their community. This is especially true where a scholar is a member of a political, ethnic or religious minority, for female scholars and for scholars in developing countries where opportunities for advanced education are limited. In these circumstances, an attack on an individual scholar may be a highly visible, efficient means for intimidating and silencing an entire community of people.

**Scholars are threatened because of their exercise of fundamental human rights** belonging to all persons, especially freedom of expression. Academic freedom involves the right of scholars to carry out research and to disseminate and publish the results thereof, to express freely their opinion about the institution or system in which they work, to be free from institutional censorship, and to participate in professional or representative academic bodies. When authorities excessively restrict research, travel and other means of collaboration, scholars may be unable to advance their work. As a result scholars may call for greater openness and transparency in society generally, an action that can strengthen an authority’s resolve to restrict scholarship and target individual scholars for persecution.

In addition, threats against scholars may be compounded during situations of internal armed conflict and civil or international wars, where masses of persons may be threatened with random violence and where the breakdown law and public order may facilitate increased levels of targeted attacks against scholars and other specific classes of persons.

**Who threatens scholars?**

There is a tendency to assume that attacks on scholars are committed by a repressive state power—a dictator or junta. Sometimes that perception is correct. But the defense of academic freedom requires a more studied model. In some places the repressive agent is only one branch or wing of a government, like the military, the secret police, a political party or a sub-national authority. At other times it may be a non-government agent, including militants and paramilitaries. (Indeed, in some places scholars have come under attack from both the left, in the form of left-wing armed guerilla movements, and the right, in the form of armed paramilitary death squads.) These also include religious authorities, criminal organizations or even otherwise legal commercial enterprises.

**What types of threats?**

While any given scholar may suffer one or more types of incidents, frequently scholars experience incidents which escalate in intensity, leaving a scholar vulnerable to more serious, more violent attacks. For example, a scholar may
initially suffer some form of harassment, including perhaps warnings and surveillance. This may escalate to denial of accesses or permissions, confiscation of notes and computers files, professional or personal slander or defamation, or even physical or sexual intimidation. The scholar’s colleagues may be warned to avoid the scholar, or may do so themselves, so as to avoid a similar fate. This leaves the scholar increasingly vulnerable to more serious pressures, including arbitrary dismissal, exile, arrest on false charges, detention with or without trial, imprisonment, even torture, disappearance and death.

Also worth noting are the types of wider attacks suffered by higher education communities as a whole. These include ideological pressure and censorship (including imposition of approved national ideology, book burning and ideological revisionism), closing of schools and universities, suppression of strikes or protests, restrictions on travel and exchange of information, and discriminatory restrictions on academic resources including discrimination against women, indigenous peoples, and cultural or ethnic minorities.

**Why a network?**

Scholars at Risk is an international network of higher education institutions, associations and individuals. The network’s breadth makes it easier to identify scholars most in need of assistance and provides maximum flexibility in finding support for them, including temporary hosting arrangements. Furthermore, the network facilitates the exchange of ideas and best practices among member institutions, making hosting more effective and less costly than isolated, *ad hoc* efforts. This maximizes the resources available for threatened scholars and therefore increases the number of scholars who can be helped.

Beyond direct assistance for individual scholars, the network strengthens solidarity within the global higher education community in support of academic freedom and related values. Attacks on these values are a global problem, too numerous and widespread for any single institution or individual to address alone. A collective response is needed. The Scholars at Risk Network provides that response.

**Pre-arrival**

This section includes information for scholars before they arrive at their host campus.

**Preparing for your visit**

Before you start your visit, Scholars at Risk staff and the host institution will be in contact with you about important details, including the terms of the visit (duration, responsibilities, salary or stipend, health care and more) and arrangements for immigration, travel and housing. To help in this process, scholars should gather as many necessary
documents and other information as possible in advance, and should attempt to respond to requests for information promptly, clearly and completely. This will make the process faster and will make the transition to the new country and host institution smoother and easier. If you have questions about any part of the process, do not be shy! Ask SAR staff and contacts at the host institution about any of the arrangements or any other questions about your visit.

**Health and security concerns**

If you have any specific medical or security concerns, discuss these with SAR staff or your host institution as early as possible. Special arrangements may need to be made, including for example securing housing that is appropriate for your needs, or making arrangements to ensure confidentiality of visit details, if there is a concern about risk to you or any family colleagues at home. (Please see page 19 for more on security concerns.)

**Receiving an offer letter…**

The host institution will prepare a formal offer letter containing the proposed terms of the visit. In most cases, this letter is sent to the scholar before arrival on campus. (If you are preparing for a visit and have not received an offer letter, contact SAR staff or the host institution to ask for the details of the visit in writing.) Upon receiving an offer letter, you should:

- Read the letter carefully. It should contain all the important information about your visit, including location of the visit, start and end dates, your responsibilities during the visit (including teaching, research, speaking or other activities), salary or stipend, travel or research allowances (if any), health care and other benefits, a description of the visitor position or a visitor title, information about working conditions (office, computer, email), and the names and contact information for people at the institution who will be assisting you during your visit.

- If any aspect of the letter is unclear or you do not understand what it means, write or telephone your contact at the institution to request clarification. You may also contact SAR network staff for help in reviewing the letter and clarifying the terms of the visit.

- If you understand and are satisfied with the offer from the host institution, sign the letter. Make a copy of the letter for yourself and one for the SAR office. Ask your host institution whether they would like a copy of the signed letter prior to your arrival. Some institutions will request that a photocopy or email scan of the signed letter be sent to the institution prior to the scholar’s arrival. Other institutions will accept a copy after you arrive.

- Bring the offer letter with you to your visa interview, and keep a copy with you when you travel to your host institution. Visa and immigration officers may ask to see
the letter as part of their review of your application.

- Before applying for a visa, discuss your application with SAR staff and your host institution. Depending on the country you will be visiting, the host institution may send you immigration documents to complete and bring to your visa interview. Depending on diplomatic relations between the country you will be visiting and your home country, you may need to apply for a visa in a third country. This may mean additional travel, expense and delays.

- The visa process can sometimes take a long time. Keep your host institution informed at each step of the process so that they will be ready for your arrival as soon as possible after the visa is approved, and so they can help if your visa is delayed or if problems arise with your application. If you do have problems, you are not alone! Contact SAR staff for advice and assistance.

**Immigration**

All foreign scholars must gain legal entry to the host country before arrival. Every country has its own immigration and work authorization policies, and it is the responsibility of the foreign visitor and sponsoring institution to ensure that proper requirements are met. Most SAR scholars apply for international exchange visas; others may seek refugee status or asylum, or may already have an existing status that will allow them to work abroad. The particular circumstances of each scholar vary. Whenever possible, scholars preparing for a visit should discuss any concerns or preferences about visa options or other statuses with the host institution before arrangements for the visit are finalized.

Outlined below is information for SAR scholars about visa options and refugee and asylum statuses in the United States. Similar or different options and statuses may be available elsewhere. Scholars and sponsoring institutions should consult SAR staff or local experts about options and statuses available in the intended host country.

**Visa processing delays:** The processes for requesting, reviewing and issuing visas change regularly, which may result in delays in processing. In recent years, many visa applications have been subjected to heightened scrutiny. Applicants affected by these heightened procedures are told of the need for additional screening only at the time they submit their applications. It is important therefore whenever possible to apply for a visa well in advance of your intended travel date.

**Visa vs. entry:** A visa is not a guarantee of entry to a country. A visa allows a foreign citizen to travel to the port-of-entry (generally an international airport) and request permission from the national border control authority to enter the country. SAR will work with you and your host institution to make sure that you have all documents required to enter the host country, including an invitation letter and valid passport.
**U.S. Exchange Visitor Program**: In the United States, professors, researchers and students may apply for the Exchange Visitor Program if they have sponsorship from an academic institution. Sponsors and exchange visitors are required to comply with the Exchange Visitor Program regulations. It is therefore essential that those issuing invitations consult with someone on campus familiar with these regulations. Under this program, visitors may apply for a “J” (generally a scholar, researcher or other specialist) or “F” (student) visa. These are temporary visas not intended for prospective immigrants, and indeed as part of the application a candidate must demonstrate his or her willingness to return home at the end of the visit or study program. Some J or F visa types (for example, those given to visitors sponsored by a government) may include a “home residency requirement”—a condition that requires the visitor to reside in his or her home country for a minimum of two years after the visit before returning to the United States in an employment visa category. The purpose of this rule is to ensure that those in the Exchange Visitor Program return to their home countries to share the benefit of their experience in the United States. Fulfilling a home residency requirement may be difficult or impossible for some SAR scholars. Although it is possible to apply for a waiver of the home residency requirement, the process can be difficult, time consuming, and may not result in a waiver. Therefore in cases where near-term return to the visitor’s home country is not practical, sponsoring institutions should only seek J or F visas of the type without the home residency requirement, or should seek other, more suitable visa or status options.

**Other visa classes**: Other United States visa classes which may be suitable for SAR scholars include the H1B visa, which is typically used by businesses and higher education institutions for permanent or long-term paid staff, or the O visa, which is a nonimmigrant visa for persons who possess extraordinary ability in the sciences, arts, education, business, or athletics, as demonstrated by sustained national or international acclaim. Each type has different advantages and disadvantages. Generally these visa classes involve visits of longer duration, require evidence of higher levels of financial support, or require more extensive documentation and processing than the J or F visas classes and are therefore less common for SAR scholars. However in cases where the J or F visa classes are not practical, the H1B or O visas may offer suitable alternatives.

**Refugee status**: People outside the United States who meet the legal definition of a refugee may request resettlement in the United States if they have not been firmly resettled in a third country. Generally, refugees are people outside of their home country or territory, who have suffered persecution in their home country or territory or have a well-founded fear of persecution there if they were to return. The persecution suffered or feared must be on account of their race, religion, nationality, membership in a particular social group, or political opinion. Refugees accepted for resettlement in the
United States are certified to work at the time they are admitted. They are able to apply for permanent residence in the United States after one year of residence, and may eventually apply for citizenship. They may include their spouse and any unmarried children under the age of 21 in their application for refugee status and resettlement.

Asylum: Asylum and refugee statuses are closely related. They differ depending on where a person physically is when applying for the status. If an applicant is already in the United States, he or she may apply for asylum status. If an applicant is not in the United States but is outside his or her home country or territory, he or she may apply for refugee status. In either case, with limited exception, all people who are granted either asylum or refugee status must meet the legal definition of a refugee. Applicants with a current asylum application pending are permitted to remain in the United States until a decision is received, even if their original visa has expired, but may not receive employment authorization until after they are granted asylum, they have received a recommended approval on their application, or their application has been pending for an extended period (usually more than 150 days). Because any time without work authorization may make it difficult for scholars to support themselves or for potential host institutions to provide them with assistance, whenever possible scholars should avoid relying on a pending asylum application as their only legal status in the United States. Scholars considering applying for asylum should discuss their options with a competent immigration attorney as early as practical. It is not the responsibility of the host institution to discuss asylum with scholars or to identify an attorney. While Scholars at Risk does not provide direct legal assistance on immigration or asylum matters, SAR staff may be able to help locate counsel to assist pro bono (no charge) or at a reduced rate. Contact the SAR office to request assistance in identifying legal counsel.

Upon obtaining your visa...

Once you have received your visa, you should begin preparing for travel to your host institution. Keep the institution informed as you make final preparations, and contact the institution or SAR staff with any questions.

- Let your host institution know as soon as you receive your visa.

- Discuss with your host institution your preferred travel and arrival dates, keeping in mind the start and end dates stated in the offer letter. When practical, take into account the schedule of the host institution, such as the start of classes or vacation periods, and try to time your arrival accordingly.

- If your offer letter says that the host institution is paying for your travel, it may be possible for them to make travel arrangements and buy tickets for you. This will save you from having to pay for the tickets in advance. (Although for travel to/from some countries where electronic tick-
eting is not available, this may require the institution to arrange for a paper ticket to be delivered to you or for you to pick it up at a designated location. This may be difficult for some scholars.) If the host institution is unable to buy tickets for you, you may have to make your own travel arrangements and submit receipts for reimbursement after your arrival.

- Regardless of who is paying for your travel, save any travel documents, boarding passes and receipts. Immigration officials, your host institution or SAR staff may request copies of these after you arrive.

- Ask your host institution for advice about items to bring with you. This includes personal items, such as clothing suitable to the climate and seasons at the host location. This also includes professional items, including any books, articles, research papers or course syllabi which you may need for your teaching or research and which may be unavailable at the host location.

- As your travel date nears, discuss specific details of your arrival with your host. Share with them your flight information and a copy of your travel documents (visa and passport photo pages). Will an institutional representative meet you at the airport? Where will you meet? How will you get there and get inside?

- Even if your host plans to meet you at the airport, ask about transportation options from the airport to the campus in case of delay or mistakes in communication. Options may include buses, shuttle services, trains or taxis. (But if your host has agreed to meet you at the airport, use these services only in an emergency, so that your host is not left looking for you.)

- Ask your host for a list of names, emails and telephone numbers to contact in an emergency or if you miss a flight or are delayed while traveling. Keep this list with you throughout your travel (together with your offer letter and copies of your travel documents).

- Immigration officers will often ask you where you will be staying during your visit. This can be the hotel where you will be staying temporarily or the address of an apartment or house at your host institution where you will be staying throughout your visit, if it has already been arranged. Ask your host for this information prior to your departure from your home country, and keep it with your travel documents.

- If possible, exchange some currency before departing for your host country. If this is not practical, you may wish to exchange a small amount of currency at the airport when you
arrive for use in an emergency or for small purchases. (Fees and exchange rates at airports are generally unfavorable, so best only to exchange a small amount and change more later in a regular bank or currency exchange.) Bank cash dispensing machines or ATMs are also widely available in many airports and cities. If you have a bank card from your home country, you may check with the provider to see if it will work in your host country, and what if any fees are associated with it.

- If you own a cell phone, check with your service provider to find out if it will work in your host country. If it will work, give the number to your host institution. Remember however that calls to and from cell phones while traveling can be very expensive, as can calls from land lines to family or friends back home telling them you have arrived. You may want to purchase an international calling card for calls to your home country before you leave. You may also be able to buy international or local calling cards, local SIM cards, or inexpensive cell phones when you arrive (although these are generally more expensive in the airport than in regular shops). These may be useful should you need to call your host from the airport, or to call home upon arrival.

**Travel**

If the terms of the visit include the host institution paying for the scholar’s travel expenses, the scholar should discuss with the host whether the institution can purchase tickets directly on behalf of the scholar. This will save the scholar the difficulty of paying for expensive airline tickets out of limited personal funds. If this is not possible, the scholar may need to purchase his or her own ticket. In any case, the scholar should keep all receipts, boarding passes and travel documentation. A scholar seeking reimbursement of expenses should speak with his or her administrative contact and provide copies of travel documents as soon as possible after arrival.

**Housing/accommodations**

Where you live can greatly influence whether or not you have a good experience in a new place. There are many different types of housing, and a scholar should discuss what his or her needs and preferences are with the host institution. Types of housing might include dormitories, college-owned apartments, apartment or house shares, and private rented apartments or houses off-campus. Location should be considered carefully, including factors like the distance to campus, schools (for scholars arriving with children), shopping and other important services. Most scholars will not have a personal car (which is a major expense), so access to public transportation is also very important. If private housing is preferred, scholars should become familiar with renters’ rights and responsibilities and other rental issues, including acceptable rent costs and locations in order to consider all the options and make good decisions. Scholars may want to arrange for someone to accompany them when going to meet with prospective landlords.
or rental agents. If you choose to pursue private housing options, it is strongly advised that you and your host institution arrange for temporary housing options—a hotel or short-term sublet—for your arrival, allowing you to seek longer-term options once you have arrived. Scholars may also be able to enlist assistance from a campus housing office.

**Arrival and adjustment**

Arriving at your host university is an exciting time. It offers an opportunity to make new connections and create community. The arrival period may also be a time of vulnerability and adjustment to a different culture and language, new academic setting and practices, and new colleagues and friends. This section includes information for your first few weeks at your host institution, a time for adjusting to your new environment and preparing for upcoming academic responsibilities.

**The first two weeks**

When you discuss your travel arrangements with the host institution, try to allow at least two weeks between your arrival and the first day of classes or other responsibilities. During these first two weeks you should be focused on getting settled in the community, learning how to access campus services and preparing for your academic experience. Mentors at the host campus and the SAR office are available to help. Many institutions also provide orientation sessions, tours and contacts with pertinent departments and services. Ask if these are available at your host institution.

During your first two weeks you will settle into your accommodations, open a bank account, get a campus ID card, set up an institutional e-mail account, and complete any necessary paperwork related to legal, immigration, tax or employment status.

During this time, remember to thank your hosts for what they have done to make your visit possible. Ask which individuals helped organize and prepare for your visit, and try to thank each faculty member and staff person individually.

**Your administrative mentor**

The administrator within your host school, department or center is an important source of information. Upon your arrival, set up a meeting with him or her to discuss any details of your visit, including travel reimbursements, orientation sessions, opening a bank account, obtaining contact information for key persons in human resources (personnel or hiring) and benefits offices, library and internet access, setting up an e-mail account and phone number, and accessing the space where you will work. You can also discuss any arrangements made to accommodate any specific health or security concerns you raised earlier or which may have arisen since. Your administrative mentor can also provide you with basic information about your
institution, including a campus map, an area or community map; public transportation schedules; an events calendar; a contact list of faculty in your school, department or center; and information on institution policies, especially those pertaining to teaching and grading (if you will be teaching during your visit). Should you have any questions about the institution or the day-to-day details of your visit, your administrative mentor is the first person you should approach.

Legal requirements

Ask your host department’s administrator about legal requirements upon arrival. (In the United States, if you are holding a J visa, you are required to check in within 10 days of arrival on campus or your legal status could be compromised.) Generally scholars must provide copies of a visa and work authorization documents. Any paperwork related to payroll, health insurance and other benefits should also be taken care of as soon as possible. Similar regulations apply in most host countries.

Many institutions have an International Office that will help you with these issues. Among their areas of expertise are:

Obtaining identification: Most international scholars will need to obtain an official identification card and/or number upon arrival in the host country. This may include an institutional identification card, a government-issued identification, or both. In the United States, a Social Security number (SSN), if receiving salary, or an individual taxpayer identification number (ITIN), if receiving a fellowship or stipend, is generally required in order for the institution to process payments to a visitor. A designated officer in the International Office will provide proof of your legal status at the institution in writing, which you will then present with your application to the Social Security office. It may take two weeks or more for a SSN or ITIN to be issued, so apply for one quickly after your arrival to ensure timely processing and payments.

Travel signatures: If travel outside the host country is necessary, you may need to obtain permission from the host institution or government. This will allow you to reenter the host country after your travel. Scholars in the United States on a J visa must obtain a signature on the DS-2019 form (the basic document used in the administration of the Exchange Visitor Program) from a designated officer in the International Office.

Opening a bank account: Banks generally require proof from the host institution of a visitor’s legal immigration status. The International Office can provide this proof.

Getting a driver’s license: If you plan to drive a car during your visit, you must obtain a valid driver’s license from the appropriate government office. The host institution cannot provide a license for you, but a designated officer in the International Office can help by providing verification of legal immigration status and employment or residence. Keep in mind that you may need to take driving classes or other training in order to apply for a driver’s license. These classes and
trainings may take time and cost money, so if you know you will need to drive a car, it is recommended that you explore the license application process as soon as possible after arrival.

**Occasional outside work:** Depending on legal status in the host country, scholars may need official permission to work for income outside of the host institution. In the United States scholars on a J visa can give occasional lectures or work outside of the sponsoring institution and receive honoraria, stipends or other modest income with the advance authorization of a designated officer in the International Office.

**Support for spouses and children:** The International Office can connect spouses and partners to local groups for social support and networking. Such groups may offer advice about part-time work, childcare, schooling, religious observances or other family issues. Within the United States spouses on the J-2 dependent visa are eligible to work with the advance authorization of a designated officer in the International Office.

**Language courses:** The International Office may provide information on host country language courses for the scholar and his or her family. These may be held off-campus, but frequently, International Offices organize or sponsor on-campus language courses for international visitors and their families.

**Health insurance:** While some sponsoring institutions may provide health insurance, others may offer assistance finding local providers through the International Office. Within the United States, J-1 visitors are required to have a specific amount of health insurance throughout their visit.

**Your faculty mentor**

Your faculty mentor is the person who will help you understand academic standards and expectations at your host institution. Upon your arrival, meet with your faculty mentor. Discuss the teaching, research or writing that you will be doing while visiting the institution. If you will be teaching, request sample syllabi to reference when developing syllabi for the courses you will be teaching. Ask your faculty mentor whether there are any specific policies with regards to teaching or grading that you should review. Your faculty mentor can also share with you any classroom norms and best practices. If you are conducting research, supervising theses or writing, you might ask your faculty mentor for any advice on research sources, standards, reputable publishing houses or journals, etc.

**Make the most of your visit**

Higher education institutions are busy places with many interesting people and activities. Don’t get lost in the shuffle! Make an effort to meet new people and
show you are interested in what they do. Attend and participate in campus and community events. Nurture academic and social contacts, especially early in your visit. They can help you in your adjustment, and you can share with them your culture and unique experiences.

This section includes advice on how to make the most of your visit, personally and professionally.

**Professional life**

The primary goal for your visit is to help you continue to do your professional work in safety. This includes during your visit. It also includes helping you to plan for continuing your professional work after your visit has ended. The most important factor in this is meeting people working in your field or related fields who might help connect you with future opportunities. It is simple: the more people that know what you are looking for, the better chance you will have to find it. Following are several places to meet people who may be able to help you in your professional life.

**Your host school, department or center:**
Your host school, department or center is the most likely place to find supportive people interested in you and your work. Meet as many people in this area as possible. Participate in discussions, workshops, seminars and other activities organized by your host. Let your faculty colleagues know that you are interested in giving guest lectures, participating in panel discussions or sharing your expertise and experience at informal events. Sign up for email lists for announcements of upcoming events and opportunities. Ask faculty colleagues about any individuals or groups who share your professional interests, any online or other resources, or any fellowships or positions that may be coming up. (Please see Appendix 7 for a list of jobs, fellowships, and study opportunities for at-risk scholars.)

**Outside your host school, department or center:** Departmental or disciplinary boundaries vary from place to place, so explore other schools, departments and centers at your host institution to look for colleagues and activities related to your work. Frequently SAR scholars find that their discipline or specific expertise is housed within a different department in the host country. (For example, economic development issues might be housed within an economics department in one country and within an anthropology department in another.) Faculty and students in these other areas may be interested in your work, and may be organizing talks, workshops or other events of interest to you. Regional and topical studies programs and centers—including for example Middle East studies, Latin American studies, human rights programs, international studies centers, development studies programs, and gender studies centers—tend to be interdisciplinary and open to scholars seeking new contacts and opportunities.

**Research, teaching and publication:**
Developing new research, teaching skills and publications in your new host country (especially in the local language, if relevant), can strengthen your professional profile and lead to new opportunities, including invitations to publish future
papers, to speak at conferences, to guest lecture or teach (full or part time) and to apply for future fellowships and positions. Discuss your interest in research and publication opportunities with your faculty mentor and other colleagues. Ask for information about the leading journals and resources in your field, as well as about publishing houses or presses that tend to publish work in your field. Make an appointment to meet with a research librarian or other subject specialist to learn more about current research sources, tools and resources, especially rare collections or online collections which may be available at your host institution or nearby. If you plan to publish during or soon after your visit, share your work with faculty colleagues and ask for their help in reviewing and editing. If you are teaching during your visit, ask about services for developing new teaching skills, especially incorporating new teaching technologies and online resources into your classroom. If you are not scheduled to teach during your visit, but are interested in teaching in the future, ask about opportunities to guest lecture or to organize an informal seminar so that you can begin to develop these skills and demonstrate your comfort with teaching in your new environment.

Professional associations and meetings: Professional associations and academic societies are often excellent resources for meeting colleagues interested in your area of expertise. Most large associations and societies are international in membership and interests. They often include smaller sections or “interest groups” that focus on specific topics. Most maintain email lists or websites with announcements of new research, events, fellowships and job postings. (Some require payment of a membership fee for access to these services, although scholars may usually request a waiver of the fee based on financial hardship. If you would like to request a waiver, the SAR office may be able to help.) Most also hold an annual meeting or other, smaller meetings, which may provide opportunities to make contacts and present your work. Discuss the main professional associations or societies in your field with your faculty mentor and other colleagues, including whether joining or attending the annual meeting or smaller meetings would be a good way to enrich your current visit or to seek future opportunities.

Public talks and activities
Speaking publicly about your experiences and perspective can be an important part of a visit. Public awareness is the first step to building international support and pressure for change at home. Some scholars may want to share their experiences through on-campus or local events, others travel to events to give talks, or meet with media and public officials. SAR scholars are invited to participate in the network-wide SAR Speaker Series and can learn more about getting involved in public activities by contacting the network office.

Security concerns
Most SAR scholars do not have any specific security concerns once outside of their home country. But as a visitor to a new country, it is always a good idea to ask about local security issues and practices. Your administrative mentor, the
International Office, or the campus Security Office may be able to provide you with standard security guidelines. These generally include common sense practices such as avoiding walking alone late at night on dark streets, keeping your computer and bank passwords secure, and locking your doors when you leave your residence. If you have questions about general security at your host institution, you should ask your administrative mentor.

Some SAR scholars have heightened security concerns stemming from the risks experienced in their home country. Some worry about retaliation against family or colleagues left behind, others worry about surveillance (usually of emails) or other intimidation or harassment even while they are away from home. If you have any heightened security concerns, discuss these with SAR staff, your administrative mentor or faculty mentor. Together with you they can develop a security plan that addresses any issues, such as reviewing office, housing or teaching arrangements; ensuring confidentiality of visit details, such as removing a scholar’s name from public websites or conference programs; or setting up a secure email account. Having a suitable security plan in place will help you feel better and make it easier for you and your host to make the most of your visit. Things to consider when developing a security plan include:

- Consider whether you would like your name to appear on your host institution’s website, departmental directories, ID card, course listings, event posters, etc. Discuss your preferences with your administrative mentor and ask for help from the SAR office if there is uncertainty as to how the institution might address your preferences.

- Your faculty colleagues and administrative mentor may wish to introduce you to colleagues in other departments, experts in your field or others. Share with your administrative and faculty mentors any preferences you have for these introductions. Should your colleagues check with you before making any introductions? Would you prefer that all introductions be made over email or in person? As you know, introductions and referrals to friends and professional colleagues at your host institution and at other institutions are vitally important in many cases in helping find future academic opportunities, but do not be shy about stating your preferences for such introductions.

- Ask your administrative mentor for a list, in writing, of names and contact details of key contacts at your institution for administrative, security and professional concerns. Ask who you can approach should any of these primary contacts become unreachable or unavailable.

- Create a list of family and/or friends in the area, and possibly in your home country or territory, who the host department can contact should you become unreachable or unavailable. Share this list with your host and with the SAR office.
• Keep trusted colleagues and family informed of your whereabouts, especially any trips or extended absences or changes in routine, and do not travel alone or at unusual hours.

• Report to your primary contact at the host institution any unusual phone calls or incidents. In most cases such incidents will have harmless explanations, but better to over-report any concerns rather than under-report.

• Schedule time to meet with your administrative mentor on a regular basis to share any updates regarding confidentiality or security concerns.

• Develop a close relationship with SAR staff, including reporting any confidentiality or security concerns or other issues regarding the visit. Having two or more avenues for communication and reporting of concerns may increase the likelihood of finding out about any issues earlier, which generally allows for an easier and more satisfactory response.

Health & Wellness

It is not uncommon for persons living under stress to develop a variety of health issues, ranging from anxiety to difficulty sleeping to losing or gaining weight. Many of these issues will resolve themselves over time, once a person is removed from the stressful conditions. More serious or prolonged health issues require timely intervention. Discuss any serious health issues with contacts at your host institution or the SAR staff as early as possible, so that they can help to devise a suitable plan for addressing them.

Medical coverage: Depending on the country you are visiting, medical care may be provided through a public agency for free to all persons, private companies for a fee, public or private insurance programs, or some combination of these. It is important that you understand how medical care is provided in the country you are visiting. If the terms of your visit include a public or private medical benefits plan, it is important that you understand the terms of the plan, including what services are included, what services are not included, and at what cost to you. If you have questions, ask your administrative mentor to give you the contact information for a benefits specialist who can explain your particular plan. Most plans cover immediate treatment for any emergency condition and scheduled treatment for illnesses or chronic ailments. Most also include some preventative measures, such as regular wellness checkups. If you have family or other dependents joining you on your visit, ask if they are also covered by your benefits plan.

Culture shock: One of the most important goals of the visit is to allow scholars who have experienced great challenges and obstacles to rediscover their own strength. However, the combined difficulties of the loss of one’s past and the trauma of adjusting to a complex new world can sometimes be overwhelming. You may experience “culture shock.” Culture shock is a natural response to intense uncertainty about accepted ways
of behavior. It can show up in any of the following areas: manners, customs and beliefs; ceremonies and rituals; social institutions; values, laws, ideas and thought patterns; language and arts; morals and ideals. It can be very disorienting to be in a new and unfamiliar environment, even if being in that new environment has been a long-held desire. Some emotional and physical reactions to culture shock are feelings of loneliness and alienation, feeling constantly fatigued, wanting to remain withdrawn and being uncertain about how to reach out to others, finding it difficult to hold a normal conversation, and feeling frustrated and angry.

Of course the above feelings are not always culture shock; they can be part of adjusting to a new environment. It is stressful to be in a new situation, and there are mild emotional and physical reactions to adjustment. However, it is important to recognize that some changes in behavior and body go beyond adjusting to a new situation. There is great relief in seeking help. If you think that perhaps you are experiencing culture shock, ask for help. Past SAR scholars have asked their host institution for help dealing with culture shock; others have asked the SAR office. Talk with whomever you feel most comfortable. They can help you overcome culture shock before it interferes with your visit.

**Stress/emotional trauma treatment:**
The experience of being forced into exile, separated from family, friends and colleagues and struggling to restart a career in a new country and culture can be emotionally and physically stressful. Some SAR scholars can find this stress overwhelming. Some SAR scholars have also experienced serious threats and persecution before their visit, or have witnessed the persecution of others, resulting in physical, mental and emotional trauma. Stress and trauma can interfere with your health and well being, and undermine your visit.

If you are experiencing heightened stress or have experienced past trauma, tell the SAR staff or an appropriate colleague at your host institution. They can discuss with you appropriate treatment options and identify resources available to you at your host institution or elsewhere. For example, many host institutions offer counseling services or referrals to appropriate medical professionals with experience working with survivors. Many countries have trauma/torture treatment centers that offer specialized medical, psychological, psychiatric and social services for survivors of abuse. These centers may also be able to assist survivors with medical, legal, educational, job training or other social needs. (Please see Appendix 8 for a list of some centers in the US, and Appendix 9 for some resources in other countries.)

**Local community support**
Participating in campus organizations, community civic organizations, local diaspora groups from your home country and other social groups may ease culture shock and help you make the most of your visit. When looking to connect with such groups, cultural differences and expectations may be an added challenged,
but be persistent. Make the effort and show that you are interested in their activities, and this will ease your entry. You can ask your administrative mentor, International Office or others at the host institution about such groups or any special events and activities, especially those focusing on global or cross-cultural exchange which may be more receptive to visitors. Take advantage of opportunities throughout the campus and local community to help ease your adjustment to the new environment.

Plan ahead! Getting ready for post-visit

Temporary visits can have a very positive impact, but they do end. Plan ahead for what comes after your visit: this will help minimize uncertainties and increase your chances of finding new opportunities. This section provides advice on thinking about what happens after your visit.

Plan ahead

To make the post-visit transition as smooth as possible, it is important to address issues related to end of your visit early—at least six months before the end of a one-year visit. At this point in the visit, you should be in touch with the SAR office to share your thoughts and plans for the time following your temporary position at a host institution. Having this discussion long before your position ends provides the SAR office with time to work with you on your next steps. In your conversations with the SAR office, you will want to discuss the following:

Security: Before making any decisions about your next steps, assess the situation in your home country. Have conditions improved since you left? Have the threats eased? Have you recovered from past stresses or traumas enough to return? What do your family and colleagues back home report? Discuss with them whether returning might be a safe option.

Scholarship: Consider what options you might have to continue your academic work within your host country, home country and elsewhere. Consider possible fellowship opportunities or job openings for which you might qualify, and begin thinking about faculty contacts who might be able to serve as references or who might be able to help you in your search for another academic post. While it may seem too early for this, it is important that you begin contemplating your long-term academic options early. Does your scholarship fill a niche in your host country? Might you be better able to contribute your knowledge from your host or home country (or elsewhere)? When assessing this, consider your language skills, academic contacts, opportunities for collaboration on articles or research, ability to sustain yourself financially and of course your ability to pursue your work in safety.

Family: Some SAR scholars travel to a host country with their family, while most SAR scholars have family living back home. Before determining your next steps,
talk with your family about your options. If you have family with you, consider their language needs and social opportunities. If you have children, consider schooling needs.

**Legal status:** For most SAR scholars, legal status in the host country is tied to an academic position. If you and your family cannot return home safely, you should consider whether your legal status can be changed to another sponsoring institution, to a different visa status that is not employer-dependent (depending on the nature of your work and situation), or to another longer-term legal status (such as permanent residency or political asylum).

**Moving:** Consider whether you and your family are prepared to move to another country—or even another town—in order to take up an academic position. Adjusting to a new place takes time. If you do not want to move, what are your job and legal status options where you are? If you would be open to moving, where would you consider going? What are the visa requirements for the countries where you might consider living? What are the job opportunities in those countries?

Discuss possibilities early and allow plenty of time to plan accordingly. Be proactive during this stage of planning!

**Return, renew or move on?**

Some SAR scholars may be able to return to their home country immediately after their visit. For these scholars, planning ahead can make returning home easier, and can help guard against potential future problems. Other SAR scholars are unlikely to be able to return immediately because of ongoing threats in their home country. While returning home remains their objective, these scholars may need to seek another opportunity to extend their stay abroad. In some cases it might be possible to extend your visit at your current host institution. In most cases, this means finding a new opportunity with a new host institution, possibly in a new country.

**Planning to return home**

After speaking with contacts at home and in your host country, if you decide that returning home is the best option for you, there are several issues that you may wish to address prior to your return:

**Make good use of your time:** Even though you will be leaving, it is important to make good use of your last few months in your host country. Meet new people and create contacts in your academic field. These contacts will likely prove useful once you have left for your home country. On an academic level, these contacts may serve as future research collaborators, academic references and peer reviewers, and they may invite you to future conferences or to events relevant to your field. In short, these contacts may be helpful as you continue to build your career in your academic field. On a personal level, contacts in your host country may be helpful should you experience any unexpected threat when you return home, as they may be willing to work with SAR and others to help you and your family find a safe place to live and work.
Secure a job at home: Before you return home, you should explore your employment options within your field in your home country. Some SAR scholars find ways to keep their academic jobs while abroad, either by going on sabbatical or taking unpaid leave. If you have been able to do this, then returning to your home institution may be the simplest route. Of course, you may also wish to explore other job opportunities. Regardless, you should begin exploring opportunities and secure a job before returning home, if possible. Some SAR scholars have found that it is helpful to ask colleagues in the host country to write letters explaining the scholar’s research and role in the host country. These letters may also be useful if your home institution asks for details on your work while on leave.

Consider security: As you prepare for a return home, consider what security needs you may have upon your arrival. Depending on your situation, you may wish set up a secure email account (please see Appendix 5 for a list of internet security resources), obtaining a secure cell phone, or exploring secure transportation options. The SAR office will be happy to offer advice regarding available security resources.

Share contact information: When SAR scholars return home, the SAR office generally asks for emergency contact information for the scholar and for close relatives or colleagues. (Please see Appendix 6 for the SAR key contact information form.) When completing this form, keep in mind that SAR will not contact your relatives or colleagues unless the SAR office is unable to get in touch with you. In addition to letting SAR know how to reach you upon your return, you should communicate your plans to key contacts at academic institutions, your host country’s government (if applicable) and human rights organizations. In most cases, the more trusted people who know you plan to return, the more people who will be able to act should you need help once in your home country. It is also recommended that you work with the SAR office to set up telephone calls for several dates following your return home. These calls serve as an opportunity for you to share developments with the SAR office after your return, and if your security situation is deteriorating and you are unable to make these calls, this will serve as a signal to the SAR office that you may be in need of help.

Back-up plans: While most SAR scholars who choose to return home are able to do so without any trouble, it is wise to prepare an alternative or back-plan in case you find that you need to leave home quickly again. Before you leave your host country, SAR recommends that you share with the SAR office an updated CV, copies of your travel documents, your address in your home country and any other information that the office may need in order to help should you require assistance after your return home. Upon your return home, make sure your travel documents remain current, and keep in touch with your contacts outside of your home country. If you believe you are at great risk of being targeted upon your return, speak with the SAR office about.
emergency back-up plans, such as arranging for a visa out of your home country even before you return.

As you plan for your return, keep the SAR office informed of your plans, as the office will work with you on addressing the above concerns.

**Renewing your visit**

In most cases, host institutions are unable to renew or extend a SAR scholar’s visit and the scholar’s position will end as scheduled. In some cases however SAR scholars have been asked to stay on at the institution for a longer period of time. If your institution has discussed this possibility with you, and if you are interested in extending your position, be sure to express your clear interest as early as possible, providing the institution with as much time as necessary to make arrangements for your extension. Your institution will likely need to issue a new invitation letter to you, apply for an extension of your visa, explore any teaching needs they may have (and explore any teaching interests you may have), and reserve an office for you, among other tasks. In addition to assisting your institution with these steps, you may also want to identify or extend housing assignments, enroll your children in school for the extension period (if applicable), apply for extended leave from your home country institution (if applicable), and possibly other tasks. As you work with your host to arrange an extension, remember that even if you and your colleagues want to extend your visit, in the end it may not be financially possible. Keep exploring other alternatives and make back-up plans in case the extension does not happen.

Whether you will extend your visit or not, SAR recommends that you meet with your faculty mentor to discuss your academic contributions and any areas for improvement. Your mentor may be able to provide helpful suggestions that will guide you in your teaching, research or writing. If your institution conducts teaching or research evaluations, ask your mentor how he or she would evaluate your work. If your institution conducts student evaluations, ask your mentor how you can get copies to review. As you continue to pursue your scholarship and teaching in a country other than your own, such guidance and feedback can be critical when applying for future job openings, submitting papers for publication and presenting at conferences. Remember also to thank your mentor and other colleagues involved in your visit, as you may benefit from their help again in the future.

**Moving to another SAR host**

Scholars who cannot yet return home may be able to identify a second visit to a SAR host campus. Although a follow-up position is not guaranteed, many SAR scholars have been successful in finding suitable opportunities after the end of their first visit. Scholars at Risk is most successful in finding follow-up positions when the scholar is actively involved in the process. As such, if you believe you cannot return home safely, and if your host institution cannot extend your position (which is normal), let the SAR office know that you would like to work to identify a second position at another
SAR host campus. It takes time to identify a follow-up position, so beginning this process as early as possible during your first visit is very important. Be sure to share with the SAR office details regarding your travel capabilities, teaching abilities and other details that the SAR office should take into consideration when seeking a new position for you.

Share your most recent CV, articles you have written during your first visit, information on any courses you taught during your first visit, an updated list of academic references, and updated information on the situation in your home country, including updated risk factors. It is also helpful to provide the SAR office with a list of new academic contacts—perhaps made through networking during your first visit—that might be helpful in identifying another position for you. Depending on your relationship with these contacts, SAR will work with you to reach out to them and explore any possibilities for the following year. Concurrently, the SAR office will reach out to universities in the network to explore possible positions.

You should also be seeking job openings in your host country (or in any other country in which you might be able to live and work in safety) for which you might qualify. Apply for as many jobs as possible, and share a list of these jobs with the SAR office and with your close academic colleagues at your host institution. If you would like help with various aspects of the application process—letters of recommendation, proof-reading teaching philosophy statements, etc.—contact the SAR office. Take advantage of employment assistance services or career resources at your current host institution, both on and off-campus. A campus career center may provide assistance with researching job opportunities and applying for positions, including standard resume formatting and writing letters of inquiry. Writing classes or labs may provide editorial assistance, publication resources and language training/translation services. Talk to colleagues, contacts and friends and share with them your efforts to identify a second position. This will help them know how to help you if they can. These talks need not be formal. Request letters of recommendation, introductions or referrals from colleagues at your host institution. Ask for advice regarding signing up for email lists or websites that share announcements of open positions in your field. Approach the head of your department to ask whether there might be research or adjunct positions available at the host institution in the next academic year. (Note that while adjunct positions usually will not be sufficient to live on, the salary could be combined with a non-academic job or a salary from a neighboring institution.)

Once you have secured a follow-up position, you will likely need to work with your current and future host institutions to transfer your visa or apply for a new one, make the necessary travel and housing arrangements, switch your children’s schools (if applicable), among other things. Every transition period is different. The SAR office will be happy to help you and your host institutions with the various details.
Concluding your visit

The end of a visit can be an exciting time as you look to the future. It can also be a time of great uncertainty, particularly if returning to your home country is not an option or if you have not secured a position for the coming year.

As you make plans to move on from the host institution, remember to thank your colleagues and friends who made your visit possible. Stay in touch with your colleagues as you take on a new position or return to your home country; the relationship will not end. Your colleagues at your host institution may remain valuable in helping you to make publishing contacts, identifying possible teaching opportunities and writing additional letters of reference for you in the future.

As you prepare for your departure, ask close colleagues within your department or field for letters of recommendation, as these may be helpful to have on file as you continue your academic career in your home country or at another institution. Approach your faculty mentor to request an evaluation of your academic work; this can be an informal conversation or, if you taught a course, it may be a written report to which students may have contributed. Regardless, it will be helpful for you to know your strengths and weaknesses as you move on. If you are applying for academic jobs outside of your home country, you may find that you are requested to submit these evaluations as part of your application packet.

Contact the SAR office to discuss your experience and share your thoughts about your visit. At the end of each visit, the SAR office asks that scholars complete an evaluation form, assessing the visit. The end-of-visit report (please see Appendix 4) provides you with the opportunity to share information on your academic activities undertaken during your visit (lectures given, articles published, classes taught, conferences attended); SAR-related activities undertaken (media interviews, speaking event, workshops); details about your plans following the visit, including follow-up contact information; and any advice you have for the SAR office when arranging future opportunities for scholars. This information will help SAR stay current with your next steps, and will help SAR make more successful matches between institutions and other scholars in the future.

As you begin to move on from your host institution, we hope you will already be in touch with the SAR office regarding your job search. If you need extra support, or are feeling nervous, contact the SAR office for help. The SAR office serves as a clearinghouse of information and, as such, is best positioned to provide up-to-date advice and help as you determine your next steps.
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1. **SAR scholar visit checklist**

**Pre-arrival**

- Gather documents and other information that will help you through the invitation arrangement process, including CV, samples of your work, passport, etc.
- Discuss any specific medical or security concerns with SAR staff or your host institution.
- Once you receive your offer letter, review the letter and discuss any questions or concerns with your host institutions and SAR staff. (Please see Appendix 3 for an example.) If you agree to the terms, sign and return the letter to communicate your acceptance.
- Work with your host institution and SAR staff to apply for a visa. What should you bring to the embassy? Discuss with your host institution and SAR staff.
- Make travel arrangements, with the assistance of your host institution and SAR staff. (Do not purchase tickets or finalize travel plans without confirming with your host or SAR staff.)
- Make housing arrangements in consultation with your host. Ask your host institution for advice on where to stay and whether you will need to make temporary housing arrangements for your initial arrival.
- What should you bring with you?
  - Consider exchanging funds into your host country’s currency, for use on arrival for transportation, groceries and household items.
  - Discuss weather, location, norms, etc. with your host institution and pack suitable clothing.
  - If you take any medications, be sure to request from your doctor a prescription or supply that will get you through the first couple of weeks in your host country.
  - Check what voltage and plugs are used in that country for appliances.
  - When considering what to bring with you, check what voltage and plugs are used in that country for appliances.
- What documents will you need to bring?
  - Passport and visa (and passports and visas for your family, if applicable).
  - Copies of any travel documents, boarding passes, and receipts.
  - A copy of the offer letter from your host institution.
  - If your family is coming with you, you may consider bringing copies of marriage or birth certificates in case you are asked to demonstrate your relationships.
☐ Ask your host university if they will need to see copies of your diplomas.

☐ Copies of syllabi for classes you might teach in your host country, along with any other materials that will help with your teaching or research.

☐ Has airport arrival pick-up been arranged? Discuss this with your host institution.

☐ Discuss with your host institution what you will do if your flight is delayed or if your travel plans change for any reason. Exchange emergency contact information with your host institution and the SAR staff. Make sure you have the address of where you will be staying in your host country, as this may be requested by immigration officials.

Arrival and adjustment

☐ Upon arrival, let SAR staff and other colleagues who have helped you throughout your move know that you have arrived safely.

☐ Visit your host department and arrange meetings with your administrative mentor, faculty mentor, international office, human resources and other necessary departments.

☐ Note that in many countries it is required that you register with the international office or local authorities to ensure that your visa status remains valid. Discuss any legal requirements with your host department.

☐ Apply for institutional or other necessary forms of ID.

☐ Set up a local bank account.

☐ Attend any institutional or departmental orientations.

☐ Discuss with your faculty mentor academic resources available on campus—such as libraries or online resources—that might be helpful for your research, teaching or writing. Sign up for orientations or classes that provide an introduction to these resources.

☐ Ask your faculty mentor to introduce you to colleagues.

☐ Arrange for long-term housing if you are in temporary housing.

☐ Explore school and language courses for your family, if applicable.

☐ Discuss your health insurance options with your administrative contact.

☐ Discuss with your administrative mentor or other official any tax requirements. Ask about resources to learn how to file taxes.

☐ Discuss any security preferences or concerns that you have with your host. (Please see Appendix 5 for a list of security resources.)
Discuss any concerns about life in your host country and any serious health issues with your host institution and SAR staff. (Please see Appendix 8 for a list of service providers in the United States and Appendix 9 for a list of service providers in other countries.)

Make the most of your visit

- Discuss with your faculty mentor and colleagues networking opportunities in appropriate discipline, including disciplinary associations and meetings.
- Discuss with your faculty mentor research opportunities and how one may submit articles for publication.
- Discuss interest in speaking engagements. The SAR office can help to arrange for events on other network campuses through the SAR Speaker Series.
- Sign up for email lists for future events and opportunities on campus, in your host city and within your host country.

Plan ahead! Getting ready for post-visit

- Discuss with your faculty mentor career plans after the visit and possibilities of returning home. Contact the SAR office to discuss options.
- If you are considering returning home, speak with country experts, family who remain at home and others who might have insight into the current situation there. (Please see Appendix 5 for a list of security resources.)
  - If appropriate, discuss with your home institution the possibility of returning to your previous position.
  - Explore other job opportunities in your home country, if applicable.
- If you would like to remain outside your home country, explore the possibility of extending your position at your host institution (although this is not common) and begin exploring positions at other institutions. (Please see Appendix 7 for a list of jobs, fellowships and study opportunities.)
  - Approach appropriate colleagues for letters of recommendation that you may use in your job applications.
  - Visit your host institution’s career center to seek guidance in formatting your CV and application materials in accordance with local professional standards.
  - Let your colleagues, friends and professional contacts know that you are seeking a new job and ask that they keep you informed of any opportunities they see.
  - Discuss your location and work preferences with SAR staff, who can assist you in seeking other opportunities at SAR member institutions and elsewhere.
☐ Seek job opportunities in your host country or in any other country in which you might be able to live and work in safety. Apply for open positions. (Please see a sample job posting in Appendix 2.) Contact SAR staff for assistance with your applications and for letters of recommendation.

☐ Consider your legal status in your current host country. Discuss with the SAR office any concerns or questions you might have about long-term legal status options including refugee or asylum status. (Please see Appendix 8 for a list of service providers in the United States and Appendix 9 for a list of service providers in other countries.)

Concluding your visit

☐ Request letters of evaluation and recommendations from appropriate faculty colleagues.

☐ Exchange contact information with colleagues and SAR staff so that you may keep in touch. Complete and send to SAR staff the key contacts information form. (Please see Appendix 6.)

☐ Share with the SAR staff an evaluation of your visit. Complete and send the SAR end-of-visit report (please see Appendix 4.)

☐ Remember to thank your administrative mentor, faculty mentor, host department and any others who helped to arrange your visit or to make it a success.
## 2. Sample job posting

<table>
<thead>
<tr>
<th>Position:</th>
<th>Assistant Professor, Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Wallington University</td>
</tr>
<tr>
<td>Location:</td>
<td>Indiana, USA</td>
</tr>
<tr>
<td>Employment level:</td>
<td>Tenured, tenure track</td>
</tr>
<tr>
<td>Application deadline:</td>
<td>August 31, 2020</td>
</tr>
<tr>
<td>Category:</td>
<td>Economics</td>
</tr>
<tr>
<td>Employment Status:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Salary:</td>
<td>Competitive</td>
</tr>
</tbody>
</table>

The Department of Economics at Wallington University seeks an assistant professor of economics to teach undergraduate and graduate courses in introductory economics, international trade policy and political economy. Applicants who can demonstrate interest and experience in economic development preferred. Requirements include: Ph.D. in Economics.

To apply, please submit curriculum vita, copy of graduate transcripts, three letters of recommendation from academic contacts, a written research sample, and evidence of teaching effectiveness by August 31, 2020. Send materials by post to: Chair of the Search Committee, Department of Economics, Wallington University, Middletown, IN 99999, USA, and arrange to have three (3) letters of recommendation sent directly to the same address.
3. **Invitation letter: Example**

---

**OAK COLLEGE**

*Via email to singaza@email.edu*

Dr. Paul Singaza  
Political Science Department  
Southern Coast University  
Coast City, D.R. Congo  

1 October 2020  

Dear Dr. Singaza:  

On behalf of the Faculty of Arts and Sciences at Oak College, I am pleased to extend to you an invitation as a visiting scholar in the Department of Political Science for one year starting approximately 1 January 2021 or as soon thereafter as you are able to obtain the necessary visa and work authorization.  

In this position, you will receive an annual salary of US$55,000 on a 12-month service basis. You will be required to teach 1 course per semester, undertake research and be available to mentor students in your field of expertise. Additional duties include participation in the faculty’s annual Spring conference, to be held in March this coming year, and availability to serve as a guest lecturer when requested.  

Professor Jan Van Sommer is looking forward to you joining his department. Your experience in post-conflict societies will be very beneficial to the college. Professor Van Sommer has been designated as your faculty mentor and is available to help you to prepare for and adjust to your new academic environment. Ms. Jean Winter, the department administrator, will help you with any administrative details, including arranging for your office space, library access and getting a university ID.  

I would appreciate learning of your decision by 1 November 2010. If you choose to accept our invitation, please indicate so in writing and, at the same time, complete and return the enclosed forms needed to process your appointment.  

This offer is contingent upon your ability to obtain the appropriate visa.  

Sincerely,  

Patricia O’Brien  
Provost  

Enclosure: Visa documentation
4. Scholar’s end-of-visit report

All information will be kept confidential to Scholars at Risk.

Personal Information

Name: ____________________________ Date: __________
Host institution/department: ____________________________
Dates of placement: ____________________________
Immediate family members with you (names/age/relations):

Please attach a copy of your offer letter or email stating the terms of your visit, or summarize the terms (duration, salary/stipend, responsibilities, etc.) in the spaces below.

Summary of Activities

Primary activities: Please describe your primary activities while a visiting scholar. Include classes, research projects, and writing projects undertaken while at your host university.
**Additional activities:** Please describe any additional activities during your SAR position. Please list (1) any publications, co-publications or presentations completed; (2) any conference, departmental seminars or events attended (include name, date and location); (3) any media interviews given or articles published; and (4) any awards or honors you received.

**SAR activities:** Please share any SAR specific events you attended or participated in including any presentations or media interviews you gave on behalf of SAR.

**Future Plans**

What are your plans now that your SAR visit has ended? Please describe.
After completion of your SAR visit, do you plan to return home?

Where do you intend to be next year? Please provide institution/university name (if applicable).

Please add any additional comments you have on your experience with SAR or with your host institution. Was there anything SAR could have done to make your position more productive?

Contact Information

What is the best way to reach you? Please provide your most up-to-date contact information.

Mobile or other phone: 

Email: 

Address: 

Thank you!

Please submit this form and an updated CV to scholarsatrisk@nyu.edu or by mail to:

Scholars at Risk Network

c/o New York University

194 Mercer Street, 4th Floor

New York, New York 10012 USA

IMPORTANT CONFIDENTIALITY NOTE: This report contains confidential and sensitive information intended only for the use of the individual or entity to whom it is addressed. If the reader of this report is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this message is strictly prohibited. If you have received this report in error, please immediately notify us at scholarsatrisk@nyu.edu. Thank you.
5. Internet security resources

Scholars at Risk has found the following resources helpful for scholars and students who are concerned about their internet security. Scholars at Risk is not responsible for the content of the resources and websites listed. Use these services only after reviewing and understanding their content and terms of service. There may be other resources and websites that may provide helpful information to improve internet security. To recommend additional resources or websites to SAR, please send information to scholarsatrisk@nyu.edu or call +1 212-998-2179.

Access Now
https://www.accessnow.org
Access Now’s website provides guidance on protecting one’s identify while using the internet and mobile phones. It provides a list of top 10 internet security tips as well as links to videos that teach you how to surf the internet anonymously, how to create a safe and secure password online and how to recognize phishing attempts.

Freedom House’s Freedom on the Net reports
http://www.freedomhouse.org/
For information on the degree of internet freedom in your own country, find the latest edition of Freedom House’s Freedom on the Net report on this website.

Security in a Box
https://security.ngoinabox.org/
Developed by Tactical Technology Collective and FrontLine, this website offers guidance and practical suggestions on how to improve internet security when facing threats, intimidation and attacks. It includes information on setting up secure email accounts, keeping secure passwords, protecting computers from hackers, destroying sensitive information and using proxy servers. The website is accessible in several languages.

The Official Google Blog
http://googleblog.blogspot.com/2011/06/ensuring-your-information-is-safe.html
This Google Blog offers advice on protecting and improving security while using Google products, such as Gmail. It provides a list of security recommendations and a video with tips on how to stay safe across the web.
6. **Scholar key contacts information form**

**SAR staff contacts**

<table>
<thead>
<tr>
<th>Title/Name:</th>
<th>Title/Name:</th>
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<tbody>
<tr>
<td>Location:</td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>VoiP service:</td>
<td>VoiP service:</td>
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<tr>
<td>VoiP name:</td>
<td>VoiP name:</td>
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<tr>
<td>Languages:</td>
<td>Languages:</td>
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</table>

**Scholar information**

<table>
<thead>
<tr>
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<th>Name:</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Location:</td>
</tr>
<tr>
<td>Email1:</td>
<td>Email2:</td>
</tr>
<tr>
<td>Phone1: [host country]</td>
<td>Phone2: [host country]</td>
</tr>
<tr>
<td>Phone1: [HOME country]</td>
<td>Phone2: [HOME country]</td>
</tr>
<tr>
<td>VoiP service:</td>
<td>VoiP name:</td>
</tr>
<tr>
<td>Languages:</td>
<td></td>
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<tr>
<td>Brief bio:</td>
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</tbody>
</table>

**Emergency contacts in HOST country**

<table>
<thead>
<tr>
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<th>Title/Name:</th>
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<tbody>
<tr>
<td>Location:</td>
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<td>Phone:</td>
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<td>Email:</td>
<td>Email:</td>
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<td>VoiP service:</td>
<td>VoiP service:</td>
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<tr>
<td>VoiP name:</td>
<td>VoiP name:</td>
</tr>
<tr>
<td>Languages:</td>
<td>Languages:</td>
</tr>
</tbody>
</table>

**Emergency contacts in HOME country**

<table>
<thead>
<tr>
<th>Title/Name:</th>
<th>Title/Name:</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Location:</td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
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<tr>
<td>Email:</td>
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<td>VoiP service:</td>
<td>VoiP service:</td>
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<tr>
<td>VoiP name:</td>
<td>VoiP name:</td>
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<tr>
<td>Languages:</td>
<td>Languages:</td>
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</tbody>
</table>

**International institution, NGO and other contacts**

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<th>Title/Name:</th>
<th>Title/Name:</th>
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</thead>
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<tr>
<td>Location:</td>
<td>Location:</td>
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<td>Phone:</td>
<td>Phone:</td>
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<td>Email:</td>
<td>Email:</td>
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<td>VoiP service:</td>
<td>VoiP service:</td>
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<tr>
<td>VoiP name:</td>
<td>VoiP name:</td>
</tr>
<tr>
<td>Languages:</td>
<td>Languages:</td>
</tr>
</tbody>
</table>
7. Jobs, fellowships and study opportunities for at-risk scholars

Following is a list of programs and fellowships which may be suitable for at-risk scholars. Some are specifically designed for at-risk individuals, while others are more general programs which may accommodate the personal and professional needs of at-risk individuals. Each has its own criteria, application processes and deadlines. Contact Scholars at Risk at scholarsatrisk@nyu.edu or +1-212-998-2179 for more information or to recommend additional resources.

**Abe Fellowship**
http://www.ssrc.org/fellowships/abe-fellowship/

**Bank of Ireland Fellowship in Human Rights at NUI - Galway**
http://www.nuigalway.ie/human_rights/

**Carr Center for Human Rights Policy Fellowships at Harvard University:**
http://www.hks.harvard.edu/cchrp/index.php

**Chevening Scholarships**

**Eric Abraham Academic Visitorships at University of Cape Town**
http://www.uct.ac.za/about/iapo/sections/links/acl/management/

**The Harvard Academy for International and Area Studies Scholars Program**
http://www.wcfia.harvard.edu/academy/academy_scholars_program.html

**Human Rights Watch Hellman/Hammett Grants**
http://www.hrw.org

**Institute of International Education’s Scholar Rescue Fund**
http://www.scholarrescuefund.org/

**International Cities of Refuge Network**
http://www.icorn.org/

**John S. Knight Journalism Fellowships at Stanford University**
http://knight.stanford.edu/

**Knight Science Journalism Fellowships at MIT**
http://web.mit.edu/knight-science/
Knight-Wallace Fellowships at University of Michigan
http://www.mjfellows.org/

National Endowment for Democracy’s Reagan-Fascell Fellowship Program
http://www.ned.org/fellowships/

Nieman Foundation for Journalism at Harvard Fellowships
http://www.nieman.harvard.edu/

NYU Law Albert Podell Global Scholars-at-Risk Fellowships
NYU Scholars at Risk/Vivian G. Prins Fellowships
www.scholarsatrisk.org

RFK Center Human Rights Award
http://rfkcenter.org/ourwork/humanrightsaward or http://rfkcenter.org/home

University of Notre Dame Kellogg Institute Visiting Fellowships
http://kellogg.nd.edu/vfellowships/index.shtml

The University of York Center for Applied Human Rights Defenders Fellowship
http://www.york.ac.uk/inst/cahr/

Woodrow Wilson International Center for Scholars Residential Fellowships
http://www.wilsoncenter.org/fellowships-grants
8. Resources for at-risk scholars in the United States

Legal/immigration resources

**ABA Immigration Pro Bono Project**
The ABA Immigration Pro Bono Development Project/Bar Activation Program works to promote immigrants’ equal access to the U.S. justice system through bar-sponsored and pro bono programs.
202-662-1005
http://www.abanet.org/publicserv/immigration/home.html

**American Immigration Lawyers Association**
The American Immigration Lawyers Association provides information on legal representation options for asylum seekers and foreign workers, often on a pro bono basis.
202-507-7506
http://www.aila.org

**AILA Immigration Lawyer Search**
Users can search a directory where immigration lawyers can be identified based on name, location, and language abilities.
http://www.ailalawyer.com

**Asylumlaw.org**
Asylumlaw.org is an internet site providing information about asylum in the United States.
http://www.asylumlaw.org

**Catholic Legal Immigration Network**
The Catholic Legal Immigration Network (CLINIC) provides pro bono assistance to immigration detainees, refugees, asylum-seekers, families in need of reunification, and victims of trafficking and domestic violence.
202-635-2556
http://www.cliniclegal.org

**Immigrant Legal Resource Center (ILRC)**
ILRC offers litigation support in select cases, including representing clients, filing amicus briefs, serving as expert witnesses, and providing analysis of rules and laws, both proposed and enacted.
415-255-9499
http://www.ilrc.org

**Lutheran Immigration and Refugee Service**
LIRS identifies torture survivors lost in the U.S. detention center system, advocates for their rights, and offers legal representation.
lirs@lirs.org
410-230-2700

**National Immigrant Justice Center**
The National Immigrant Justice Center provides direct legal services for immigrants, refugees, and asylum seekers. The Center offers pro bono representation to asylum seekers and specialized legal services for immigrant children.
312-660-1370
http://www.immigrantjustice.org

**National Immigration Law Center (NILC)**
NILC staff members specialize in immigration law and the employment and public benefits rights of immigrants. The Center also conducts policy analysis and impact litigation.
213-639-3900
http://www.nilc.org

**National Network for Immigrant and Refugee Rights (NNIRR)**
NNIRR serves as a forum to share information and analysis, to educate communities and the general public, and to develop plans of action on important immigrant and refugee issues.
510-465-1984
http://www.nnirr.org
Visa information

U.S. Department of State
An official source of visa application information and explains U.S. visa policies and procedures.
202-663-1225 (Public Inquiries Branch)
603-334-0700 (National Visa Center)
http://www.unitedstatesvisas.gov

Services for refugees, asylees and immigrants

National

National Asylee Information & Referral Line
Washington, DC
1-800-354-0365
www.cliniclegal.org

Office of Refugee Resettlement
Washington, DC
202-401-9246
http://www.acf.hhs.gov/programs/orr

California

International Institute of San Francisco, Newcomers Health Program
The Newcomers Health Program collaborates with clinics and public health programs to offer health services to refugees and asylees.
San Francisco, CA
415-364-7647
http://www.iisf.org/programs/newcomers.htm

Legal Aid Foundation of Los Angeles
Los Angeles, CA
323-801-7991
http://www.lafla.org/

Florida

Florida Immigrant Advocacy Center
Miami, FL
Tel: 305-573-1106
http://www.fiacfla.org/index.php

Illinois

Heartland Alliance for Human Needs and Human Rights
Chicago, IL
312-660-1300
http://www.heartlandalliance.org

Maryland

Lutheran Immigration and Refugee Services Detained Torture Survivor Legal Support Network
Baltimore, MD
410-230-2700
http://www.lirs.org

Massachusetts

Greater Boston Legal Services
Boston, MA
617-371-1234
Cambridge/Somerville, MA
617-603-2700
Toll-Free in US: 800-323-3205
http://www.gbls.org

International Institute of Boston International Survivors Center
Boston, MA
617-695-9990
http://www.iiboston.org
Minnesota

Minnesota Advocates for Human Rights’ Refugee and Immigrant Program
Minneapolis, MN
612-341-3302
http://www.mnadvocates.org/

Pennsylvania

Pennsylvania Immigration Resource Center
York, PA
717-600-8099
info@pirclaw.org
http://www.pirclaw.org/

Wisconsin

United Refugee Services of Wisconsin
Madison, WI
608-256-6400 or 888-404-8779
http://www.ursw.org/svc.health.cfm

Services for survivors of trauma and torture

Programs for survivors of trauma and torture may provide legal, medical, and psychological assistance to new immigrants, refugees and asylum seekers. Services may include assistance with educational needs, family and social services, medical attention, employment, legal advice and cultural orientation.

National

National Consortium of Torture Treatment Programs (NCTTP)
A collaboration of more than 30 organizations with programs for torture survivors.
http://ncttp.dataweb.com/default.view

Torture Abolition and Survivors Support Coalition International
Washington, DC
202-529-2991
http://www.tassc.org

California

AMANECER
Los Angeles, CA
213-481-1347
http://www.ccsla.org/

Californian Institute of Integral Studies
The Healing Center for Survivors of Political Torture
San Francisco, CA
415-241-1562

CST (Center for Survivors of Torture)-San Jose
San Jose, CA
408-975-2730 x250

Arizona

Center for the Prevention and Resolution of Violence
Tucson, AZ
520-628-7525

Institute for the Study of Psycho-political Trauma (ISPT)
Palo Alto, CA
408-342-6545 or 408-342-6500
International Institute of San Francisco, Newcomers Health Program
Works with clinics and public health programs to offer health services to refugees and asylees.
San Francisco, CA
415-364-7647
http://www.iisf.org/programs/newcomers.htm

Program for Torture Victims
Los Angeles, CA
213-747-4944
http://www.ptvla.org

Survivors International
San Francisco, CA
415-546-2080
Email: info@survivorsintl.org
http://www.survivorsintl.org

Survivors of Torture International
San Diego, CA
619-278-2400
http://www.notorture.org

Colorado

Rocky Mountain Survivors Center
Denver, CO
303-321-3221, ext. 213 or ext. 203
http://www.rmscdenver.org

Connecticut

Khmer Health Advocates
West Hartford, CT
860-561-3345
http://www.khmerhealthadvocates.org/

District of Columbia Metro Area

Advocates for Survivors of Torture and Trauma
Baltimore, MD
410-464-9006
http://www.astt.org

The Naim Foundation
Washington, DC
202-462-5715
http://naimfoundation.org/

Northern Virginia Family Service (NVFS)
Program for Survivors of Torture and Severe Trauma
Falls Church, VA
703-533-3302
http://www.nvfs.org

Florida

Florida Immigrant Advocacy Center
Miami, FL
305-573-1106
http://www.fiacfla.org/index.php

Illinois

The Bosnian Mental Health Program
Chicago, IL
773-271-1073

Heartland Alliance for Human Needs and Human Rights
Chicago, IL
312-660-1300
http://www.heartlandalliance.org

Institute for Survivors of Torture and Human Rights Abuses
Chicago, IL
773-521-0750 or 773-522-6050

Maryland

Advocates for Survivors of Torture and Trauma
Baltimore, MD
410-464-9006
http://www.astt.org

Lutheran Immigration and Refugee Services Detained Torture Survivor Legal Support Network
Baltimore, MD
410-230-2700
http://www.lirs.org
Massachusetts

Boston Center for Refugee Health and Human Rights (BCRHHR)
Boston, MA
617-414-4794
http://www.bcrhhr.org/

Harvard Program in Refugee Trauma
Cambridge, MA
617-876-7879
http://www.hpri-cambridge.org

International Institute of Boston
International Survivors Center
Boston, MA
617-695-9990
http://www.iiboston.org

Victims of Violence-Cambridge
Health Alliance
Somerville, MA
617-591-6360

Missouri

Center for Survivors of Torture & War Trauma
St. Louis, MO
314-533-4114
http://www.stlcenterforsurvivors.org

New Jersey

International Institute of New Jersey
Cultural Adjustment and Trauma Services
Jersey City, NJ
201-653-3888 x12
http://www.iiinj.org/programs/sections/cats.html

New York

Bellevue/NYU Medical Center
Program for Survivors of Torture
New York, NY
212-683-7446
http://www.survivorsoftorture.org/

Doctors of the World USA
New York, NY
212-226-9890
http://www.dowusa.org/home

Safe Horizon Solace Program for Survivors of Torture and Refugee Trauma
New York, NY
718-577-3897
http://www.safehorizon.org

Oregon

Intercultural Psychiatric Program
Oregon Health & Science University
Portland, OR
503-494-4222
http://www.ohsu.edu/psychiatry/clinics

Pennsylvania

Liberty Center for Survivors of Torture
Philadelphia, PA
215-747-7500
http://www.lcfsinpa.org/survivors.htm
Texas

Center for Survivors of Torture
Dallas, TX
214-827-2314
http://www.cstnet.org

Utah

Tides Center
Utah Health & Human Rights Project
Salt Lake City, UT
801-363-4596
http://www.uhhp.org

Virginia

Northern Virginia Family Service (NVFS)
Program for Survivors of Torture and Severe Trauma
Falls Church, VA
703-533-3302
http://www.nvfs.org

Wisconsin

United Refugee Services of Wisconsin
Health Program
Madison, WI
608-256-6400 or 888-404-8779
http://www.ursw.org/svc.health.cfm

Tax and financial information

Internal Revenue Service (IRS)
The IRS is the U.S. government tax agency. It provides information about tax rules for foreign scholars and students in the United States.
800-829-1040
http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html

U.S. Committee for Refugees and Immigrants,
Financial Literacy Program (FLP)
The FLP provides immigrants with information on banking, credit and financial services.
Washington, DC
202-347-3507
http://www.refugees.org/article.aspx?id=1194

Career services and training

California

Upwardly Global
San Francisco, CA
415-834-9901
www.upwardlyglobal.org

Connecticut

International Institute of Connecticut
Evaluates foreign credentials, assists with job applications and employment skills.
Bridgeport, CT
203-336-0141
http://www.iiconn.org/

Illinois

Upwardly Global
Chicago, IL
312-431-1923
www.upwardlyglobal.org

Massachusetts

International Institute of Boston
Boston, MA
617-695-9990
beacon@iiboston.org
http://www.iiboston.org
International Institute of Lowell
Lowell, MA
978-459-9031
http://www.iiboston.org

Minnesota

International Institute of Minnesota
Assists with writing resumes, employment applications, and developing interviewing skills.
St. Paul, MN
651-647-0191, ext. 300
http://www.iimn.org

New Hampshire

International Institute of New Hampshire
Manchester, NH
603-647-1500
http://www.iiboston.org

New York

CAMBA
Brooklyn, NY
718-287-2600
http://www.camba.org/camba/

Upwardly Global
New York, NY
212-219-8828
www.upwardlyglobal.org

Wisconsin

United Refugee Services of Wisconsin
Madison, WI
608-256-6400 or 888-404-8779
http://www.ursw.org/svc.employ.cfm
9. Resources for at-risk scholars in other countries

**Global**

**International Rescue Committee**
http://www.theirc.org

**Jesuit Refugee Service (JRS)**
Provides advocacy, legal, and health services for refugees and displaced people worldwide.
http://www.jrs.net/home.php

**Canada**

**World University Service of Canada**
WUSC supports student refugees and scholars continuing their studies and work in Canada.
+1-613-798-7477
http://wusc.ca/

**Ireland and Northern Ireland**

**Irish Refugee Council**
Provides referrals to legal and state services, advice on rights and information on asylum.
http://www.irishrefugeecouncil.ie/

**Law Centers’ Federation**
Provides information on immigration lawyers.
www.lawcentreni.org

**Legal Aid Board Refugee Legal Service**
Provides confidential and independent legal services to persons applying for asylum and some immigration and deportation matters in Ireland.
http://www.legalaidboard.ie/lab/publishing.nsf/Content/Refugee_Legal_Service

**Israel**

**Israel Government Portal**
For persons seeking information on legal rights while working in Israel. Provides a listing of available occupations, working visa, rights and obligations, wages, health and housing, as well as contact information for governmental and non-governmental agencies offering support.

**http://www.gov.il/FirstGov/TopNavEng/EngSituations/ESMigrantWorkersGuide/**

**Ministry of Immigrant Absorption**
The Ministry offers information Israel immigration steps.
http://www.moia.gov.il/Moia_en/FirstSteps/FirstStepsList.htm

**Netherlands**

**Dutch Council for Refugees**
Gives legal and other support to asylum seekers.
http://www.vluchtelingenwerk.nl/

**Foundation for Refugee Students UAF**
UAF assists refugees, asylum seekers and others to study or do academic work in the Netherlands.
+31 (030) 252 08 35
http://www.uaf.nl

**Norway**

**Free Legal Aid - Norway.no**
Provides links to public legal counseling office that offers free legal aid to asylum seekers.
http://www.norway.no

**Norwegian Organization for Asylum Seekers**
Provides information on asylum in Norway.
http://www.noas.org/

**Ny i Norge**
Provides information for immigrants, asylum seekers and reception residents on language, education, health care, and working in Norway.
http://www.nyinorge.no/

**Selvhjelp**
Provides information on services for immigrants.
http://www.seif.no/publikasjoner/en/
United Kingdom

Asylum Aid
Asylum Aid responds to asylum-seekers’ immediate legal needs and addresses the underlying causes of the difficulties they encounter in seeking asylum. http://www.asylumaid.org.uk/

Council for Assisting Refugee Academics
Assists refugee scholars who are seeking to rebuild their academic careers in the UK and elsewhere. +44 (0) 207 021 0880 www.academic-refugees.org

UK Visas
UK Visas is the official source of British government on visa policies and procedures. www.ukvisas.gov.uk
Acknowledgments

This publication was made possible by support from the **Vivian G. Prins Foundation** and by the scholars and campuses who shared their experiences.

Scholars at Risk thanks the many friends around the world who have gone out of their way to help threatened and refugee scholars, especially those who have helped to arrange visits, hosted events, mentored or nominated scholars and otherwise provided help or advice. Scholars at Risk thanks also the many sponsors and partners whose vision and generosity have helped to build Scholars at Risk into a growing, international movement for free inquiry, free expression and human rights. Special thanks to:

**Sigrid Rausing Trust** ♦ **Open Society Foundations** ♦ **Arcadia** ♦ **Vivian G. Prins Foundation** ♦ **National Endowment for Democracy** ♦ **New York University** ♦ **IIE Scholar Rescue Fund** ♦ **Albert Podell Global Scholar-at-Risk Fund at NYU** ♦ **Vivian G. Prins Fund for Emigrating Scholars at NYU** ♦ **Rockefeller Foundation** ♦ **Fritt Ord** ♦ **University of Chicago** ♦ **Reebok Foundation** ♦ **John D. and Catherine T. MacArthur Foundation**

With appreciation for pro bono, in-kind and other support from:

**Council for Assisting Refugee Academics** ♦ **Foundation for Refugee Students** ♦ **UAF** ♦ **Universities Ireland** ♦ **Google Foundation** ♦ **Grassroots.org** ♦ **Weil, Gotshal & Manges** ♦ **White & Case** ♦ **Skadden Arps Meagher & Flom** ♦ **Latham & Watkins** ♦ **Greater Boston Legal Services** ♦ **Hebrew Immigrant Aid Society**

And continuing gratitude for all the higher education institutions and associations in the network, and the many friends who generously share their time, expertise and financial support to make Scholars at Risk possible.

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SCHOLAR HANDBOOK

Practical ideas for making the most of your visit

“My host campus gave me oxygen. It gave me a comeback.”