





UTSA INTERNATIONAL GUEST & DELEGATION GUIDE FOR FACULTY AND STAFF

This guide provides essential steps to help UTSA faculty and staff host successful international visits.

GETTING STARTED

- Begin by submitting the online **International Guest & Delegation Request** form **at least sixty days prior** to the delegation's arrival. [Submit Form Here](#)
- Once submitted, UTSA Global Initiatives will initiate the screening by the Office of Research Integrity. This will ensure all necessary approvals are received from your department or college leadership before confirming the visit.
- Next, assess your department's financial responsibilities, schedule the visit dates, and determine the times. If needed, identify who will issue a formal invitation. Coordinate with Global Initiatives to verify any visa requirements and to prepare a detailed itinerary. Refer to the **Checklist in Tools for Hosts of International Delegations** for logistical and administrative requirements.
- Lastly, familiarize yourself with the **Enhanced Procedures for International Delegations** and ensure all supporting team members do the same to guarantee a well-organized and compliant visit.

RESOURCES

- Online Delegation Request Form..... 
- Enhanced Procedures for International Delegations..... 
- Toolkit for Hosts of International Delegations..... 
- Times Higher Education University Rankings..... 




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ENHANCED PROCEDURES FOR INTERNATIONAL DELEGATIONS AND VISITS

- **Approval Process:** The Vice Provost for Global Initiatives and the Office of Research Integrity will review and approve all international delegation visit requests. They must also approve any exceptions or last-minute additions.
- **Visitor Request Form:** The online International Delegation/Visitor Request form must include the full names and titles of all international guests, their institutional affiliations, countries of origin, purposes of the visit, locations, timings, duration, and the requisite approvals from Chair, Dean, or office equivalent.
- **Visit Oversight:** The requesting UTSA faculty or staff member must be present or designate a representative to oversee the visit.
- **Security and IT Policies:** Hosts are responsible for informing international guests about specific photography and IT restrictions, including:
 - Only photographing in approved areas.
 - No use of UTSA computing equipment or information systems.
 - Prohibiting attachments of any device to UTSA computing systems.
 - Authorization to use only “Air Rowdy Guest” Wi-Fi and no other UTSA internet services.
- **Visitor Conduct:** All delegation members must stay with the group unless separate engagements are pre-approved and coordinated, with UTSA hosts escorting guests at all times.

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UTSA HOST CHECKLIST

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PHASE	TASK	DATE COMPLETED		COMMENTS
INITIAL PLANNING	Update the calendar upon notification of a tentative visit.		<input type="checkbox"/>	
	Complete the online delegation request form; inform leadership and Global Initiatives.		<input type="checkbox"/>	
	Determine visit date(s), purpose, and draft outcomes for leadership approval.		<input type="checkbox"/>	
	Receive Global Initiatives vetting results and guidance; provide notices as needed.		<input type="checkbox"/>	
	Schedule periodic reviews and rehearsals to ensure planning milestones.		<input type="checkbox"/>	
LOGISTICS	Request detailed visitor information for vetting and planning.		<input type="checkbox"/>	
	Ensure Global Initiatives has all visitor names, titles, and organizations for compliance.		<input type="checkbox"/>	
	Read Enhanced Procedures for International Delegations and Visits.		<input type="checkbox"/>	
	Develop a draft agenda for approval by all proposed participants and leadership.		<input type="checkbox"/>	
	Create and send calendar invitations to all guest and UTSA participants.		<input type="checkbox"/>	
	Coordinate and reserve rooms or facilities as needed; consult with Global Initiatives.		<input type="checkbox"/>	
DAY OF THE EVENT	Manage RSVPs, modify materials as needed, set up name tags, prepare facilities.		<input type="checkbox"/>	
POST-EVENT	Follow up with materials or actions requested during the visit, conduct financial reconciliations, inform about gifts and collaborations.		<input type="checkbox"/>	