What information is needed to request a sponsored guest account for a Non-US Citizen or Permanent Resident?

Tell Me

Non-US Citizen Requests: work with the **International Student and Scholar Office (ISSO)** to get all approvals prior to submitting the request.

Vendor Requests: Review the contract with the appropriate business officer prior to submitting the request.

1. Resources available through ISSO
   a. International Programs **Invite a Guest Lecturer**
   b. Guest Lecturer: **B1/B2 Visa Form**
   c. Guest visitor: **J-1 Exchange Visitor Form**
2. For additional resources or questions contact ISSO
   a. Phone: 704-687-7781
   b. Email: intISSO@uncc.edu
3. Once all required paperwork has been completed, you will receive a notification similar to the image below. This email must be attached to the **Sponsored Guest Account Request form**.

   **Subject:** Ready for Pick-up at ISSO

   The DS-2019 and cover letter of instruction for your exchange visitor (scholar) is ready and will be held in the ISSO pick-up box under the scholar’s last name.

   Please mail it to the scholar so that he/she can pay the required SEVIS fee and schedule a visa interview.

   If he/she will require on-campus housing, please use the link at: [http://housing.uncc.edu/conference-housing/guest-housing](http://housing.uncc.edu/conference-housing/guest-housing) and submit it according to the directions on the form.

   It is your responsibility to request a Sponsored Guest User Account so they will have a UNC Charlotte ID# and email address prior to arrival.

   Once you know your scholar’s arrival plans, please contact me to schedule a mandatory check-in and orientation.

   Kind regards,

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**Related FAQs**

- What types of sponsored guest accounts exist and what can they be used for?
- What information is needed to request a sponsored guest account for a Non-US Citizen or Permanent Resident?
- What information is needed to request a sponsored guest account?
- How do I request a NinerNET sponsored guest account?
- Who can submit a sponsored guest account request?