

# Procedures upon arrival for Visiting Scholars with Courtesy Appointments

When you arrive at Loyola University Chicago, please do the following:

**Step 1:** Contact Faculty Administration by email, [faculty-admin@luc.edu](mailto:faculty-admin@luc.edu) with these documents:

- a. Letter of Visiting Scholar appointment;
- b. Copy of a valid photo ID, such as a passport for non-US residents, or Driver's License /State ID for US residents. If you do not have a U.S. Social Security Number, a temporary, non-official number will be generated for you.

**Step 2:** With this information Faculty Administration will:

- a. Generate a Loyola ID (LID)
- b. Initiate a request for Sponsored Guest access to Loyola's electronic network and an Outlook email address.

**Step 3:** Stop by the Campus Card Office at either the Lake Shore or the Water Tower Campus to have your Loyola photo ID taken. Please bring your LID #.

A Loyola Campus ID will give you access to the campus shuttle bus and various buildings on campus, including the Lewis Library at the Water Tower Campus and the Cudahy Library at the Lake Shore Campus. For Campus Card Office locations and hours, you may refer to:

<http://www.luc.edu/campuscard/aboutus/contactus/>

**Step 4:** Bring the appointment letter from the sponsoring Loyola Dean to the librarian at the University Library where you will be conducting any research during your time at Loyola University Chicago.

**Step 5:** If you are on a J-1 Exchange Visitor visa, meet with Tami Renner (1-773-508-3899), Assistant Director for the Office for International Programs. She is located in the Sullivan Center for Student Services on the Lake Shore Campus. Tami will copy your documents and register you in the SEVIS immigration database.

