



THE JACOB BLAUSTEIN CENTER FOR SCIENTIFIC COOPERATION (BCSC)

Guidelines for Applications for the Foreign Visiting Lecturers' Program

1. The application form for the Visiting Lecturers' Program (Form 2e) must be completed and first submitted to the **Albert Katz International School for Desert Studies (AKIS) for approval**. The application must be submitted at least nine months before the expected course date. BIDR hosts should not set a firm date with the invited visiting lecturer for the course until the funding request is approved by the BCSC Steering Committee.
2. After approval of the proposed course by AKIS, the host should submit the same application form that was submitted to AKIS to the BCSC office along with the approval of AKIS.
3. If the BCSC Steering Committee approves funding for the course, the final course dates (and the budget year in which the course will occur) will be set by consultation with the visiting lecturer, AKIS, and the Housing Department.
4. The BCSC office will then send a letter to the visiting lecturer, with the final course dates and the procedures for applying for the necessary B1 visa and, if family members will accompany the visiting lecturer, the B2 visa required for family members.
5. The host of the visiting lecturer is responsible for assisting the visiting lecturer in following the procedures to obtain the B1 visa through the administrative offices of his/her institute.
6. After the visa has been received, the BCSC office will contact the BGU Finance Department to arrange payment to the visiting lecturer according to BGU procedures (please note that the visiting lecturer and the employer should make tax payments according to the laws of the countries involved).

Support from the BCSC to the visiting lecturer will include:

- A roundtrip, economy class airplane ticket, of the lowest available price without extended layovers
- Expenses for ground transportation from and to the airport
- Housing for the visiting lecturer in the University Guest House, arranged and paid by the BCSC
- A stipend for the course, as determined by the BCSC

All of the above support will be granted in strict adherence to the relevant BGU policies and procedures.