

Academic Visitor Program

Step 4 Checklist: Visitor Onboarding Procedures for Category 2 and 3 Academic Visitors

Required Administrative Actions	
Links to the relevant section on the Academic Visitor website are included in the first column, under Action, and where appropriate, a link to the University office that manages the process is included under Responsible Office(s).	
Action	Responsible Office(s)
☐ Appointment Form	Office of Trade Compliance/Dean’s Office/Host Department
☐ Sponsored Email Account	Host Department/ Pitt IT
☐ Title IX Training	Host Department/ Office for Equity, Diversion, and Inclusion
☐ Information Security Training	Host Department/ Pitt IT
☐ University ID Card	Host Department/ Panther Central Host Department/ Power of Pitt
Conditional Administrative Actions	
Links to the relevant section on the Academic Visitor website are included in the first column, under Action, and where appropriate, a link to the University office that manages the process is included under Responsible Office(s).	
Action	Responsible Office(s)
☐ Research-Specific and Other Training	Host Department/ Office of Research Protections
☐ Conflict of Interest Module (through MyDisclosure)	Host Department/ Conflict of Interest Division
☐ Clearance for Interacting with Minors	Host Department/ Office of Human Resources
☐ University Animal Facility Access and Animal Use	Host Department/ IACUC/EH&S
☐ Grant Electronic Access to Specific Data or Systems	Host Department
☐ Grant Physical Access to Specific Buildings or Laboratories	Host Department
☐ Permit Physical Use of University-Owned Equipment	Host Department
☐ Payments to Academic Visitors	Host Department/ Purchase, Pay, and Travel
☐ Visa Documents (foreign Visitors only)	Host Department/ Office of International Services
Also consider holding an initial in-person meeting involving the Visitor, host, and all relevant units to define all aspects of the visit: data use, access and security; physical access and security; facility and equipment use; report review processes; training requirements; communication; etc.	
Related Information	
See the Academic Visitor website, specifically Step 4: Visitor Onboarding Procedures , for additional information regarding required and conditional administrative actions.	
Contact the Visitor Liaison with any questions related to these procedures.	