

Please refer all observers to the **Office of the Registrar's website for information on the observership policy.** <http://www.lsuhschshreveport.edu/our-schools/registrar/observership>

The approval process can take 4-6 weeks to process. We will NOT rush an application packet through the process. Completed application packets should be submitted a minimum of 4 weeks prior to start date and no more than 6 months prior to proposed dates.

A **non-refundable** \$500 U.S. Dollars application processing fee is required for all OBSERVER applicants with the **exception** of Pre-baccalaureate trainees (Undergraduate students), LSUHSC-S alumni or their children, and full-time faculty spouses or their children. **This fee must be paid at the time the application is submitted.**

1. **Applicant** identifies a **Faculty Sponsor**.
2. **Faculty Sponsor** agrees to host **Applicant**.
3. **Applicant** completes the *Application for Observer and the Contract for Observer* and submits it to the **Faculty Sponsor** with all supporting documents and \$500 nonrefundable application fee.
4. **Faculty Sponsor** completes the *Faculty Sponsor form and Contract for Faculty Sponsor form* and submits the entire printed application packet to the **Office of the Registrar** for review. *Please make sure all documents are in English.*
5. **IT IS THE RESPONSIBILITY OF THE FACULTY SPONSOR AND/OR DEPARTMENT TO OBTAIN ANY MISSING DOCUMENTS FROM THE OBSERVER.**
6. The **Office of the Registrar** forwards the application to **Human Resources** to initiate a background check and drug screen for **U.S. Citizens or U.S. permanent residents**. The **Office of the Registrar** will send an email to the applicant with contact information for Human Resources to begin the background check and drug screen process. This can take up to 2 weeks to get the results. Upon successful completion of the background check and drug screen, **Human Resources** will email the **Office of the Registrar**.
7. The **Office of the Registrar** forwards the application to the **Office of Legal Affairs** for compliance screening for all **Foreign Nationals**. The **Office of Legal Affairs** will email approval to **Office of the Registrar**.
8. The **Office of the Registrar** forwards the Health Questionnaire and supporting documents to **Occupational Health**. **Occupational Health** will email approval to the **Office of the Registrar**.
9. The **Office of the Registrar** forwards the application to the **Observership Committee** and the **Vice Chancellor for Academic Affairs** for approval.
10. The **Office of the Registrar** notifies the **applicant, administrative support staff member** and **Faculty Sponsor** of the application's approval or denial. The entire process will take 4-6 weeks. The **Office of the Registrar** will not provide any documentation for the Visa process. The **Office of the Registrar** will not provide housing information.
11. The first day of the observership, the **faculty sponsor or the administrative support staff member** will bring the applicant to the **Office of the Registrar** for compliance paperwork and badge paperwork.

For more details, please refer to our website at <http://www.lsuhschshreveport.edu/our-schools/registrar/observership>.