

**Institute for Advanced Study
Short-Term Scholar Questionnaire**

This form should be completed by all scholars appointed to the Institute for less than a full academic term. Information from this form will be used, where appropriate, to set up payroll accounts, scholar directories, and determine what visa sponsorship or documentation is needed. Most foreign scholars appointed for less than a full academic term will require B-1 Business Visitor or J-1 Exchange Visitor status, depending upon the financial terms of the appointment. Please see attached instructions to determine your appropriate nonimmigrant status.

Personal Information

Name: _____
First Name Middle Name Family/Last Name

U.S. Social Security Number: _____ Gender: Male _____ Female _____

Date of Birth: _____ Place of Birth: _____
Month/Day/Year City State/Country

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Please provide your preferred address for mailings:

_____ Phone: _____
_____ Email: _____

Spouse/Partner Name: _____
First Name Middle Name Family/Last Name

Institute Appointment Information

School/Program: Historical Studies _____ Mathematics _____ Natural Sciences _____ Social Science _____
Interdisciplinary Studies _____ Director's Visitor _____

Field of Research: _____ Length of Appointment: _____

Arrival date: _____ Departure date: _____
(These dates are what will be used on your visa documents, if applicable, please be as accurate as possible.)

Visa Information (to be completed by non-US Citizens and non-US Permanent Residents only)

If you are currently in the US, please indicate your current status _____, the expiration date of current status _____, the length of time in current status _____, **and** attach a copy of the biographical page of your passport and a copy of your Form I-94 Arrival/Departure Record (small, white card stapled in your passport or printout from <https://i94.cbp.dhs.gov>) **and** appropriate supporting documentation (DS-2019, I-20, EAD, I-797, etc.).

If you are not currently in the US, please complete the following and attach a copy of the biographical page of your passport:

Type of Visa Requested: B-1 Business _____ J-1 Exchange Visitor _____ None/Visa Waiver Program (WB) _____

City and Country of US Consulate where you plan to apply for your visa: _____

If you plan to enter the US in B-1 Visitor/Visa Waiver for Business status, please complete the following:

- Will you receive remuneration from the Institute other than the reimbursement of associated incidental expenses or an honorarium? Yes _____ No _____
- If you will receive an honorarium from the Institute, will your visit to the Institute last longer than nine days? Yes _____ No _____
- If you will receive an honorarium from the Institute, will you receive honoraria payments from more than five academic institutions in the six-month period prior to your visit to the Institute? Yes _____ No _____

If you answered "yes" to any of the questions above, you will need to enter the US in J-1 Exchange Visitor status. However, if you will not receive any payment other than reimbursement of associated incidental expenses, you may enter the US as a B-1 or WB Business Visitor even though your visit may exceed nine days in length.

If you have entered the US in any visa status other than B within the previous six years, please complete the following:

| Visa Status | Category (J only) | Approximate Dates | Institutions/Employers |
|-------------|-------------------|-------------------|------------------------|
| | | | |
| | | | |
| | | | |

Financial Information (to be completed by non-US Citizens and non-US Permanent Residents requesting J-1 status only)

Department of State regulations require that sponsoring institutions maintain detailed documentation that each Exchange Visitor meets minimum levels of financial support. The following minimum levels of support are required for J-1 sponsorship at the Institute:

| | |
|--|-------------------|
| Single | \$2,500 per month |
| One dependent (e.g., married, single with one child) | \$3,000 per month |
| Two or more dependents (e.g., married with one or more children) | \$3,500 per month |

Please complete the following listing all sources of support to meet the required minimum level.

Sources of Support Amount/US Dollars

Institute for Advanced Study _____

US Government Agency: indicate i.e., AID, Department of Defense, Department of Energy, etc. _____

Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

International Organization: indicate i.e., World Health Organization, United Nations, etc. _____

Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

Home Government _____

Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

Home Institution _____

Attach a copy of letter from employer indicating continued salary payment for period of stay.

Personal Funds _____

Attach a copy of a personal bank statement showing account balance, letter from family member indicating amount of support and duration with documentation of ability to provide (bank statement, employment letter, etc.).

Other: please specify _____

Dependent Information (to be completed by non-US Citizens and non-US Permanent Residents requesting J-1 status only)

If family members will accompany you in J status, please complete the following and attach a copy of the biographical page of each dependent's passport:

(Only a spouse and unmarried children under the age of 21 may apply for J2 status.)

Family Member 1:

Name: _____
First Name Middle Name Family/Last Name

Relationship to Scholar: _____ Gender: Male _____ Female _____
Spouse or Child

Date of Birth: _____ Place of Birth: _____
Month/Day/Year City State/Country

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Institute for Advanced Study
Short-Term Scholar Questionnaire Instructions for Foreign Scholars

US Visa: A US visa is issued and stamped on the page of a passport by a US Consular Officer. The issuance of the visa indicates that the holder is qualified to apply for admission to the US in a particular immigration classification.

Passport: US immigration law requires that all non-immigrants have a valid machine-readable passport to enter and remain in the US.

B-1/B-2 Visa and the Visa Waiver Program*: The B-1 visa is for a visitor coming to the US for business purposes, and the B-2 visa is for tourism. B-1/B-2 visits may last no longer than 180 days. Citizens of certain countries are eligible to visit the US for business or tourism under the Visa Waiver Program and do not need to apply for a B-1 or B-2 visa. Visa Waiver visits may last no longer than 90 days. The B visa or Visa Waiver is not intended for use by a scholar accepting an academic appointment for a term or longer. Business visitors are prohibited from being paid any form of salary, wage, stipend, or grant but may generally accept reimbursement for expenses and, in some instances, an honorarium payment.

As of January 12, 2009, all Visa Waiver visitors are required to obtain pre-clearance authorization through the Electronic System for Travel Authorization (ESTA) prior to travel. It is recommended that travelers apply as soon as they begin preparing travel plans or prior to purchasing airline tickets.

** Foreign nationals in the following categories are restricted from traveling to the United States under the Visa Waiver Program:*

- *Nationals of Visa Waiver Program countries who have traveled to or been present in Iran, Iraq, Libya, Somalia, Sudan, Syria or Yemen since March 1, 2011.*
- *Dual nationals of a Visa Waiver Program member country and Iran, Iraq, Sudan or Syria.*

Individuals subject to Visa Waiver Program travel restrictions must obtain a B-1/B-2 visa from a U.S. consulate to visit the United States for business or tourism, with very limited exceptions.

J-1 Exchange Visitor: The Exchange Visitor Program seeks to promote mutual understanding between the people of the US and the people of other countries through educational and cultural exchanges. Through the Exchange Visitor Program professors and researcher scholars may visit the US temporarily to teach, lecture, and conduct research. Based upon the information you provide on this questionnaire, the Institute, an Exchange Visitor Program Sponsor, will prepare and send you a Certificate of Eligibility for Exchange Visitor Status (also known as a DS-2019). The DS-2019 provides information about the program, the Exchange Visitor, the academic objective to be pursued, and the source and amount of the Exchange Visitor's funding. A DS-2019 must be presented to the US Consular Officer at the time of application for a J-1 visa. Complete application instructions will accompany your DS-2019.

J-1 Exchange Visitor - Canadian Citizens: Canadian citizens may apply to enter the US in J-1 status at a US port of entry with a DS-2019. It is not necessary for Canadian citizens to apply for a J-1 visa at a US Consulate.

J-2 Dependents of J-1 Exchange Visitors: A J-1 Exchange Visitor's spouse and unmarried minor children (under 21 years of age) are eligible to apply for J-2 status. The Institute will issue a DS-2019 for each eligible family member. A DS-2019 must be presented to the US Consular Officer at the time of application for a J-2 visa. Other family members such as parents, companions, married children, and children over the age of 21 are not eligible for J-2 status but may apply independently for a B-2 Tourist visa or travel under the Visa Waiver Program.

Scholar Questionnaire - Mailing Instructions: Please remember that it is the responsibility of the visiting foreign scholar to maintain a valid and continuous immigration status with the USCIS. When completing our Scholar Questionnaire, please type or print clearly; it will assist in the proper and timely completion of your documents.

Please return the completed portion of this questionnaire to:

Jennifer Hansen
Visitor and Visa Services
Institute for Advanced Study
Einstein Drive
Princeton, New Jersey 08540 USA
Phone: 609-734-8206; Fax: 609-951-4471; E-mail: hansen@ias.edu