

**Institute for Advanced Study  
Scholar Questionnaire**

This form should be completed by all scholars appointed to the Institute. 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 one academic term or more will require J-1 Exchange Visitor status during their appointment at the Institute. Exceptions are addressed in the attached instructions which should be read prior to completing this questionnaire.

**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: \_\_\_\_\_

Period of Appointment: First Term Only \_\_\_\_\_ Second Term Only \_\_\_\_\_ Full Academic Year \_\_\_\_\_ Other \_\_\_\_\_

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, visa stamp, and Form I-94 Arrival/Departure Record (small, white card stapled in your passport or printout from <https://i94.cbp.dhs.gov>) **and**

- **If in J-1 status**, attach a copy of your current DS-2019 form
- **If in F-1 status**, attach a copy of your current I-20 form and, if authorized for Practical Training, attach a copy of your EAD; if you have not yet received your EAD, please indicate the date you filed or will file your application \_\_\_\_\_
- **If in H-1B status**, attach a copy of the I-797 notice of approval from your current employer
- **If in O-1 status**, attach a copy of the I-797 notice of approval from your current employer
- **If in another status**, please explain and attach supporting documentation including a copy of your EAD if applicable

\_\_\_\_\_  
**If you are currently in the US but will travel outside of the US prior to your arrival at the Institute**, please provide travel destination and dates:

\_\_\_\_\_  
\_\_\_\_\_

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

**If you are not currently in the US**, please complete the following and attach a copy of the biographical page of your passport: (As a J-1 Exchange Visitor Program, J paperwork is typically issued to foreign scholars unless circumstances prohibit its use.)

Type of Visa Requested: J-1 Exchange Visitor \_\_\_\_\_ Other (please specify) \_\_\_\_\_

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

**If you plan to visit other academic institutions before, during, or after your appointment at the Institute**, it may be possible to coordinate your visits. Please complete the following and attach a copy of each invitation letter: (Occasional lectures and conferences need not be listed here but reported prior to the undertaking of such activity.)

Approximate Dates	Institutions/Employers	Funding to be Received	Purpose of Visit
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**If you have entered the US in any status other than visa waiver, B-1, or B-2 within the previous six years**, please complete the following:

(If J status, please list category, e.g., Professor, Research Scholar, Short-term Scholar, Specialist, Student, etc.)

Visa Status	Category (J only)	Approximate Dates	Institutions/Employers
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**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.

<u>Sources of Support</u>	<u>Amount/US Dollars</u>
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<b>Institute for Advanced Study</b>	_____
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<b>US Government Agency:</b> indicate i.e., AID, Department of Defense, Department of Energy, etc.	_____
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Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

<b>International Organization:</b> indicate i.e., World Health Organization, United Nations, etc.	_____
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Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

<b>Home Government</b>	_____
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Attach a copy of your award letter on official letterhead indicating the amount and duration of the support.

<b>Home Institution</b>	_____
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Attach a copy of letter from employer indicating continued salary payment for period of stay.

<b>Personal Funds</b>	_____
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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.).

<b>Other:</b> please specify	_____
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**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: \_\_\_\_\_

**Family Member 2:**

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: \_\_\_\_\_

**Family Member 3:**

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: \_\_\_\_\_

**Family Member 4:**

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: \_\_\_\_\_

I certify that the details provided in this questionnaire are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Institute for Advanced Study**  
**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.

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.

J-1 Exchange Visitors (Professors or Research Scholars) Currently in the US: If you are now in the US as a J-1 Exchange Visitor, it will be necessary for you to transfer to the Institute's program. Please contact your university's international student/scholars office regarding the transfer process. Upon the effective transfer date, you will be issued a new Institute sponsored DS-2019.

Bar on Participation For Previous Exchange Visitors: US government regulations bar an individual from participating in an Exchange Visitor Program as a Professor or Research Scholar if that person was physically present in the US as a J-1 Exchange Visitor in any category except Short-term Scholar for all or part of the 12-month period immediately preceding the starting date of the new Exchange Visitor Program. The 12-month bar does not apply to an Exchange Visitor who is transferring directly from another institution's program.

Additionally, more recent US government regulations bar an individual from participating in an Exchange Visitor Program in the Professor or Research Scholar category if that person was physically present in the US as a J-1 Exchange Visitor in the Professor or Research Scholar category for all or part of the 24-month period immediately preceding the starting date of the new Exchange Visitor Program.

The 12 and 24-month bars also apply to the J-2 dependents of the J-1 Exchange Visitor.

J-1 Exchange Visitors (Students) Currently in the US: Individuals currently in J-1 Student status may be eligible for up to 36 months of Academic Training in their current J-1 status while at the Institute. Initial application should be made through your university's international student/scholars office.

F-1 Students Currently in the US: Individuals currently in F-1 Student status may be eligible for 12 months of Optional Practical Training in their current F-1 status while at the Institute. Initial application should be made through your university's international student/scholars office. STEM extensions of Optional Practical Training are not possible for Institute appointments as the Institute does not participate in E-verify.

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.*

**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 with the required supporting documentation 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

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