

FORM A: TO BE COMPLETED BY THE FACULTY OR ACADEMIC DEPARTMENT INVITING AN INTERNATIONAL SCHOLAR. PLEASE PRINT OR TYPE!

Have you included?
Forms A and B
Funding Documentation
Letter of Invitation
Scholar's curricular vitae

FORM A: INVITATION
For visiting foreign faculty, scholars, and researchers to
Hampshire College:

*Please read through this form thoroughly before completion.

1. Name of International Scholar:		
<i>family name</i>	<i>first name</i>	<i>middle name</i>
2. Department		
3. Title of Appointment:		
<i>research, scholar, visiting professor, or short term scholar*</i>		
4. Dates of Appointment:		
From:	To:	
<i>Note: Dates must reflect financial documentation</i>		

5. FINANCIAL SUPPORT: A visitor must demonstrate access to at least \$1000/month for living expenses. Additional funds (\$300/month for the first dependent plus \$100/month for each additional dependent) must be documented for any accompanying family members. Before we can prepare an DS-2019 Form, we must have evidence that the amount of available funds meets the above requirements. Documentation must be attached to this Data Sheet and may be in the form of a letter from the Academic Department, an award letter from an outside agency, a bank statement showing personal funds in U.S. dollars, or any combination of these funding sources.

Please indicate the amounts and sources of support below:

FUNDING SOURCE	AMOUNT	PER MONTH
Hampshire College (including grants)	\$	
Visitors Home Government	\$	
Other Agency or Home University (specify):	\$	
Personal Funds	\$	
Total available funds for time period indicated in # 4		

MANDATORY	6. Faculty Sponsor Name:	
	<i>Address:</i>	<i>Phone:</i>
	7. Signature of Head of Department:	
	<i>Date:</i>	<i>Phone</i>

Brief Summary of Visitor's area of study/teaching/research: *Must attach a one-page project proposal!

When the DS-2019 is ready, please check mailing instructions and insert information.
<input type="checkbox"/> Campus Mail the DS-2019 to:
<input type="checkbox"/> send DS-2019 to Exchange Visitor (provide address):

PLEASE NOTE: J-1 scholars are limited by government regulations to employment and affiliation at **Hampshire College only**. Occasional lectures and short-term consultations may be allowed in limited circumstances with advance authorization from the Global Education Office (GEO).

LENGTH OF STAY: There are statutory limits for the total length of stay in the U.S. for professors, researchers, and scholars. The normal length of stay for Professors and Research Scholars is a minimum of 3 weeks and a maximum of 42 months with possibility of extension (information regarding the extension process is available in the GEO).

ELIGIBILITY: J-1 visa sponsorship may only be offered to foreign nationals who are being invited to the College for a *temporary* position. It is not possible to do a J-1 visa for someone who is being hired for a *Tenure-Track* or *Permanent* position: please consult with the GEO before you make an offer for such a position!

Has the individual been physically present in the United States in any J visa category for all or part of the preceding twenty four months?	<u>Yes</u>	<u>No</u>
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*If **YES**, list entry and departure dates:
from _____ to _____

**If this period exceeds six months, the person is not eligible to begin a new J program as a research scholar or professor. Consult our office to determine whether an alternative visa status is possible.

NOTE: It is the responsibility of the Host Department to verify that the visitor has the necessary academic credentials and expertise to carry out the proposed research/teaching, adequate English language proficiency to successfully interact at the College and awareness of appropriate laboratory guidelines. The visitor will be interviewed at the U.S. Embassy/Consulate and may be denied if the officer believes the visitor's skills lacking.

IMPORTANT: Health Insurance Requirements!

The U.S. State Department **Mandates** that all J-1 scholars and their dependents in J-2 Exchange Visitor immigration status have health insurance which meets specific requirements. Please review the "Health Insurance Requirements," which are on the back of Form B. Scholars are required to sign this statement in order to process this application.

Will the department be responsible for providing insurance for scholar and dependents?	<u>Yes</u>	<u>No</u>
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*If No, be sure scholar has signed health insurance statement on Form B

SHORT TERM SCHOLAR CATEGORY: GEO is designated to use this category for scholars coming to the U.S. for *no more than* six months for academic-level research or teaching. Extensions of stay beyond six months are not permitted. We will use this category for scholars who (1) may or may not receive Hampshire College funding, (2) will leave the U.S. within six months, and (3) may come and go periodically to Hampshire College. We will continue to use the researcher or professor categories for most visitors to campus. If you think that the Short-Term Scholar is more appropriate in a particular case, please phone the ISO to discuss the situation.

LETTER OF INVITATION: This should be from the GEO or sponsoring faculty member stating the dates of invitation, the nature of the research or teaching position and the financial support, if any. It should also be clear about what the invitation does and does not provide, e.g., library carrel, office space, telephone and computer services, public lecture on research topic, salary, and health insurance. This is very important as it alleviates any possibility of misunderstanding.

ARRIVAL: Please ask all newly arrived scholars to visit the Global Education Office. At this time we will give them orientation/registration information. If a scholar does not come to Hampshire College please retrieve the DS-2019 Form that we issued and return it to the Global Education Office.

*Once submitted, please allow two weeks for DS-2019 issuance.

We Thank You for Your Assistance.