



PRELIMINARY DATA SHEET PART II

This data sheet is to be completed (**this form must be typed**) by the foreign scholar coming to Harvard. The Harvard International Office (HIO) must receive Preliminary Data Sheets Parts One and Two before decisions can be made about visa sponsorship through the University. Data sheet part one is completed by the Harvard (or hospital) department. Once data sheet part two is completed, please send it by FAX(or mail) to your Harvard faculty sponsor, or department administrator.

PERSONAL DATA:

Type your name below, as it will appear in your passport:

Name: _____

Family/Last *First/Given* *Middle*

Date of birth

month	day	year		

 Place of birth _____ Gender: Male Female

City *Country*

Country of citizenship _____ Country of legal permanent residence _____

CURRENT OCCUPATION:

Position held: _____

Employer name: _____

How long do you plan to be in the U.S.? _____

Is there a possibility that you may wish to return to the U.S. for a long stay within two years of departure? _____

Highest academic degrees awarded _____

name of degree *academic field* *date awarded / to be awarded*

Check appropriate category:

- Professor/Teacher Graduate Student
- Researcher Other (specify) _____
- Physician _____

CONTACT INFORMATION:

Current telephone: _____

E-mail address: _____

Address where visa documents should be mailed: _____ Permanent address outside the U.S. _____

YOUR APPOINTMENT AT HARVARD:

Date of previous Harvard affiliation, if any _____

Name of Harvard faculty sponsor corresponding with you _____

Harvard department and/or Harvard affiliated hospital _____

MEANS OF FINANCIAL SUPPORT:

All amounts must be furnished in U.S. dollars.

INSTITUTION	FULL NAME	AMOUNT	PERIOD
Harvard University _____	_____	U.S.\$ _____ per _____	
Hospital _____	(include full name)	U.S.\$ _____ per _____	
U.S. Government Agency _____	(include full name)	U.S.\$ _____ per _____	
Exchange visitor's government _____	(include full name)	U.S.\$ _____ per _____	
Other organizations _____	(include full name)	U.S.\$ _____ per _____	
Personal funds _____		U.S.\$ _____ per _____	

How will you finance your travel to and from the U.S.? _____

Note: U.S. government regulations require that anyone in J-1 status (or with J-2 dependent status) purchase adequate health insurance as defined by the U.S. Department of State. You will receive more information about this requirement from the HIO later. **please turn over-**

PRELIMINARY DATA SHEET PART II CONTINUED....

U.S. VISA HISTORY:

Attach a photocopy of all previous visa documents such as Form I-94 (if inside the U.S.), Form DS-2019, Form I-20, work authorization cards, TN, O-1 or H-1B approval notices (Form I-797)

1.) Are you currently in the U.S.?

- YES** Current visa status: _____
 Will you be leaving the U.S. and returning before starting your appointment at Harvard?
 Yes: Give destination and travel dates _____
 No: Please log on to the HIO web site and down load HIO's transfer form IF YOU ARE IN J-1 STATUS. Complete the form, and attach it to this Preliminary Data Sheet Part II form. (www.hio.harvard.edu)
- NO** At which consulate office will you apply for your visa? _____
 Date you plan to arrive in the United States: _____

2.) Have you ever been in the U.S. on a J-1 Exchange Visitor Visa? _____ If so, please complete this section.

<i>Dates from - to</i>	<i>Purpose of visit (student, researcher, clinician, etc...)</i>	<i>Visa sponsor (Fulbright, host university, ECFMG, etc....)</i>

3.) List your most recent visits to the U.S. using other types of visas. Other visas could include F, G, H, O, or TN. Note: it is not necessary to list tourist (B-1/B-2 or "visa waiver") visits.

<i>Visa</i>	<i>Dates you were in the U.S.</i>	<i>Purpose of stay and location (school or institution)</i>

4.) Permanent Residency (green card): If you have ever filed, or someone has filed for you, an application for permanent resident status, please attach a separate sheet and explain in detail.

Do you have a close relative who is a U.S. citizen? _____ or permanent resident of the U.S.? _____
 If so, what is the family relationship? _____

5.) Information about family members:

Will your family travel to the U.S.? **Yes** **No**

Please complete Preliminary Data Sheet Part III if your family members will be accompanying you or will enter the U.S. separately as dependents on your visa status. Only the spouse, and children under age 21 are eligible for a dependent visa.

NOTE: The normal processing time to create a visa document for a J-1 Exchange Visitor is **a minimum of 30 working days from the date the HIO receives the completed Preliminary Data Sheets Parts I, II, and III. Other types of visas may take up to three or four months to process.** Shipping the document to an address outside the U.S. can also take time. Contact your hiring department directly if you would like the visa documents to be sent to you by express mail. Most visitors to Harvard will need to obtain a visa stamp from a U.S. embassy or consulate. You may wish to contact the embassy now to determine how long the visa stamp application process will take. Do not finalize your travel plans before verifying that the visa application process will be completed prior to your departure.

Signature _____ **Date** _____



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