Clear Form

CASE WESTERN RESERVE UNIVERISTY (for internal use only)

Revised 8-2008

Notice of Prospective Independent Contractor as Short-Term Scholar
Exchange Visitor J-1 Visa Requested

Initiator:1 The purpose of this form is to facilitate J-1 visa issuance to Case Western Reserve University invitees with whom there will be no employer/employee relationship. Short-term scholars under J-1 status are defined as professors, researchers, or persons with similar education or accomplishments; they can receive honoraria or other professional fees as independent contractors. They can be in the U.S. from 24 hours to a maximum of 6 months; the visa document, IAP-66 **cannot** be faxed. Pursuant to IRS regulations, fee and/or payments are income, taxable at the source at the rate of 30 percent. J-1s already in the U.S. are required to bring a letter from their current sponsors authorizing compensation. Non-immigrants defined as H-1Bs and O-1s are permitted to receive honoraria and/or consulting fees only from employers who received approval from the Bureau of U.S. Citizenship and Immigration Services (USCIS), but can receive reimbursement of expenses; B-1s can receive only reimbursement of expenses; B-2s and WIs are ineligible to obtain any assistance from U.S. sources. Please attach invitee's C.V. then forward this form to Foreign Faculty and Scholars five weeks before expected arrival date.

2. No payments will be issued by Accounts Payable without prior approval from Human Resources and Foreign Faculty and Scholars. Please forward the Payment Request, applicable receipts and announcements concerning the planned activity to, Foreign Faculty and Scholars, 212 SEARS Library, LC 7044.

Express mail the DS-2019 at the department's expense; U.S. Consuls may require two to three weeks for a visa issuance.

Initiator is required to accurately complete this form and send Information Needed from Foreign Visitor form to the invitee for completion.

Name _____ Gender ☐ Male ☐ Female
(Family) (Given)

Date of birth_____ _____ _____
(Month) (Day) (Year)

Place of birth _____ _____
(City) (Country)

Citizenship of _____

Current Mailing Address below
_____
_____
_____

Home address in country of permanent residence _____
_____

Name of employing institution outside the U.S. _____

Name of position he/she holds there _____

Highest degree earned _____
Field of study _____
U.S. SSN _____
Verbal description of activity to be performed by Case Western Reserve
_____
_____
Locations of Activity _____
_____

List names, dates, and places of birth, and relations of accompanying family members below
_____
_____

Paid by Case Western Reserve to cover inclusive dates of visit listed below
$_____ Honorarium only
$_____ Prof./consulting fees
$_____ Travel
$_____ Reimbursed travel
$_____ Reimbursed food/lodging
$_____ Other
$_____ Total paid by Case Western Reserve

Speedtype, Acct. _____
From _____ _____ _____
(Month) (Day) (Year)
To _____ _____ _____
(Month) (Day) (Year)

Signature of responsible Case Western Reserve Faculty_____ Date _____

Contact Person _____Dept. _____ Phone _____ Email _____

FFS Approval _____ Date _____

HR Approval _____ Date _____