

Duke-UNC Working Groups Visiting Scholar Information Sheet

Working Group _____
Contact Person _____
Visitor Name _____

_____ Social Security # and Country of citizenship _____
_____ Copy of passport (if international visitor)
_____ Copy of US visa (if international visitor)
_____ Copy of I-94 form, front and back (if international visitor)
_____ Copy of form IAP-66/DS 2019 (if international visitor traveling on a J-1 visa) and letter
of authorization from J-1 host approving payment to J-1 visitor
_____ Home address _____
_____ City, State, Country, Zip Code _____
_____ E-mail address _____

Required information for purchase of plane ticket:

_____ Gender: Male or Female
_____ Date of birth: _____
_____ Departure date: _____
_____ Preferred departure time: _____
_____ Departure location: _____
_____ Return date: _____
_____ Preferred return time: _____
_____ Return location: _____
_____ Direct route or transfers
_____ Preferred airline: _____
_____ Preferred seating: Window or Aisle

Hotel:

_____ Hotel preference
_____ Handicapped accessibility required?
_____ Will anyone else be traveling with the Visiting Scholar?
_____ Arrival date: _____
_____ Departure date: _____
_____ Smoking/Non-Smoking preference

Honorarium:

_____ Brief description of services provided by payee _____
_____ Amount to be paid: _____
_____ Other expenses to be reimbursed: _____
_____ Number of hours to perform services: _____
_____ Location where services will be provided: _____
_____ Start Date: _____
_____ End Date: _____
_____ Will the visitor go to other "tour" destinations? Are there other US entities paying
honoraria? _____

If unpaid and here more than 7 days, request forms below from Joanna Shuett

_____ VS Background Check form
_____ VS Release for Unpaid VS form
_____ VS Volunteer request form

Please return all information to:

Joanna Shuett (joshuett@email.unc.edu) or Natalie Hartman (njh@duke.edu)

Contact us if you have any questions, Joanna 919-962-6879 or Natalie 919-681-3983