CASE WESTERN RESERVE UNIVERISTY (for internal use only) Notice of Prospective Independent Contractor as Short-Term Scholar Exchange Visitor J-1 Visa Requested

Revised 04-2016

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 the Office of Immigration and Human Resource Services five weeks before expected arrival date.

2. No payments will be issued by Accounts Payable without prior approval from Human Resources and the Office of Immigration and Human Resource Services. Please forward the Payment Request, applicable receipts and announcements concerning the planned activity to, Immigration and Human Resource Services, 220 Crawford Hall, LC 7047.

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) Date of birth	(Given)	Current Mailing Address below
(Month) (Day) (Year) Place of birth		
(City) (Country) Citizenship of		
Home address in country of permanent residence		
Name of employing institution outside the U.S.		
Name of position he/she holds there		
English Proficiency was assessed by: TOEFL Score: SKYPE/Video Conference interview conducted by:		Paid by Case Western Reserve to cover inclusive da of visit listed below \$ Honorarium only
Highest degree earned Field of study		<pre>\$ Prof./consulting fees \$ Travel</pre>
U.S. SSN Verbal description of activity to be performed by Case Western Reserve		\$ Reimbursed travel \$ Reimbursed food/lodging \$ Other \$ Total paid by Case Western Reser
Locations of Activity		
List names, dates, and places of birth, and relations of accompanying family members below		Speedtype, Acct.
Signature of responsible Case Western Reserve Faculty		Date
Contact Person Dep	ot	Phone Email
FFS Approval		Date
HR Approval		Date