BOSTON UNIVERSITY

International Scholar Application Checklist

Please read carefully the checklist below and submit all necessary documents with Form B. Your application cannot be processed without these documents. Form B and all documents must be submitted to the Boston University department hosting you. This is a preliminary list. You may be required to submit further documentation after we review your application.

All Statuses (Visa Types)

☐ 1. Form B completed and signed.

☐ 2. Current resume or curriculum vitae.

☐ 3. Passport: copy of data page(s) including passport expiration date, plus any U.S. visa stamps.

☐ 4. If currently in the U.S., or if you left the U.S. less than one year prior to the proposed start date of this appointment, provide the following. If you are/were in visitor status (B-1/B-2, WB, WT), copies of your passport, visa and I-94 card will suffice.

- Copy of all Forms DS-2019 or IAP-66, if in J-1 status.
- Copy of all H-1B Approval Notices, if in H-1B status.
- Copy of all Forms I-20, if in F-1 status.
- Copy of I-94 Departure Record (small white card stapled in passport), front and back, if currently in the U.S.
- Copy of all Employment Authorization Documents (cards), if any.
- Copy of your three most recent pay stubs if you are currently in the U.S. in H-1B, O-1 or TN status.
- Copy of approval of waiver of J-1/J-2 two-year home residence requirement (212e), if applicable, or copy of application receipt if you have applied for a waiver but it has not yet been approved.

J-1 ONLY

☐ 5. Financial documents as described under "Financial Support" on page two of Form B, **if seeking J-1 status**. Please refer to the *J Exchange Visitor Overview* for minimum funding requirements. Documents must be translated into English and converted to U.S. currency.

H-1B, O-1and TN ONLY

☐ 6. Copy of diplomas from all college/university degrees, **if BU will apply for H-1B, O-1 or TN status** for you.

☐ 7. Copy of transcripts from additional coursework, **if BU will apply for H-1B, O-1 or TN status** for you and **if the courses taken are related to the position**.

☐ 8. If required for the position, copy of licenses or certificates showing professional qualifications (i.e., medical or dental license).

DEPENDENTS (Spouse and/or children under the age of 21) – ALL STATUSES

☐ 9. Copy of all family members' passports, I-94 cards and all other immigration related documents **if they are currently in the U.S**. with you, or **if they will accompany you to the U.S.**

☐ 10. If your dependents are in the U.S. and will need to extend or change their status, please include the following (not required for dependents in J-2 status):

- Form I-539: *Application to Change/Extend Nonimmigrant Status*, completed by dependents
- Filing fee of $300 (check payable to "Department of Homeland Security")
- Copies of all immigration documents for each dependent as well as copies of birth/marriage certificates demonstrating relationship to you.

COPIES: Photocopies (except financial documents) may be submitted if the original is available for comparison by U.S. Citizenship and Immigration Services or a U.S. consular officer should this be requested at a later date. All photocopies should be on **8½• x 11• paper**, **one-sided** only. **Please do not staple pages together**.

OFFICIAL TRANSLATIONS: Documents that are not in English must be translated by someone other than the applicant or the applicant's immediate family who is competent in both English and the language of the documents. The translation must be signed and certified with the following statement: "*I, (name), hereby certify that I am competent to translate from the (name the language) language into English and that the attached is a true and accurate translation of the original document.*"

BOSTON UNIVERSITY

Fillable Form

Clear Form

Form B

Scholar Information

To be completed by the scholar/employee

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215

Telephone: 617/353-3565 ♦ issosch@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

A. Name *(as it appears on your passport)*

Family Name:	First Name	Middle Name(s), if any:

B. Permanent Address *(in home country or country of legal permanent res.)*

Address:	
Street:	
City:	State/Province:
Country:	Postal Code:
Phone:	Fax:
Email:	

Current Mailing Address *(if different than permanent address)*

Address:	
Street:	
City:	State/Province:
Country:	Postal Code:
Phone:	Fax:
Email:	
Address valid until (mm/dd/yyyy):	

C. General Information

Date of Birth *(mm/dd/yyyy)*:	Gender:	Marital Status:	U.S. Social Security Number, if applicable:
	☐ *Female* ☐ *Male*	☐ *Single* ☐ *Married*	

City of Birth:	Province of Birth:	Country of Birth:

Country of Citizenship:	Country of Legal Permanent Residence:

D. Education

Highest Degree Earned or U.S. Equivalent:

☐ *Bachelor's* ☐ *Master's* ☐ *Doctorate* ☐ *M.D.* ☐ *Other* _____

Do you plan to take classes at Boston University?

☐ *No* ☐ *Yes – please explain on separate page*

Please list all professional licenses and certificates (not educational degrees) that you hold (e.g., medical or dental licenses). Use separate page if necessary. Attach copies if required by BU position:

_____ _____

_____ _____

E. Last Position Held in Home Country

Please give the title and a brief description of the most recent (or current) position held in your country of citizenship or country of last legal permanent residence.

Please choose the category that best describes the employer of the above position:

☐ *Government* ☐ *Academic Community* ☐ *Private Sector* ☐ *The Arts or Sports*

☐ *Labor Union or Organization* ☐ *Communications/Media* ☐ *Military*

F. Visa Application Information

If you must apply for a visa prior to entering the U.S. in order to begin this academic activity, to which U.S. embassy or consulate will you apply?

Country: _____ City: _____

Please Continue on Page 2

Scholar's Name: _____

G. Visa Eligibility

1. Are you currently in the U.S.?	☐ *No*	☐ *Yes, my current immigration status is* _____
2. Have you ever applied for lawful U.S. permanent resident status (a "Green Card") or has anyone ever applied for you?	☐ *No*	☐ *Yes. Please explain on a separate sheet.*
3. Have you ever been arrested or convicted of a crime in the U.S.?	☐ *No*	☐ *Yes. Please explain on a separate sheet.*
4. Have you ever been in removal ("deportation") proceedings in the U.S.?	☐ *No*	☐ *Yes. Please explain on a separate sheet.*
5. Have you ever been denied H-1B, 0-1, J-1 or TN status?	☐ *No*	☐ *Yes. Please explain on a separate sheet.*
6. If you have ever been granted J status, were you subject to the two-year home residence requirement (212e)?	☐ *No*	☐ *Yes. Please answer number 7 below.*

7. If you checked that you were subject to the two-year home residence requirement ("Yes" to #6 above), please check the appropriate box below:

   ☐ *I am still subject to the requirement*
   ☐ *I applied for a waiver of the requirement on* _____
   ☐ *My application for a waiver of the requirement was approved (please attach copy of approval).*
   ☐ *I satisfied the requirement by living at home for at least two years.*

8. If you are currently in the U.S., please mark all of the following that apply and attach copies of all immigration documents:

   ☐ *I am requesting a program transfer or extension of my current immigration status.*
   ☐ *I am requesting a change of immigration status.*
   ☐ *I will be leaving the U.S. and returning before I begin my appointment at Boston University (complete #9 below).*

9. **Travel Plans:** Please list below ***any*** international travel plans as these may affect your immigration status and/or the processing of this request. This is particularly important if you are currently in the U.S. and plan to travel *out* of the U.S. before this application or petition is approved; or if you are currently outside the U.S. and plan to travel *to* the U.S. before this application or petition is approved. If there is not enough space here to list all of your travel dates and destinations, please attach a separate sheet.

   Dates of travel: _____ *Destination(s):* _____

   Dates of travel: _____ *Destination(s):* _____

H. Visa History

Please list your entire history of visits to the U.S. If you need additional space, please continue on a separate sheet. It is not necessary to include time spent in visitor status (i.e., B-1, B-2, WT, WB).

Dates in the U.S. (date status began – date status ended)	**Immigration Status** (visa classification)	**Employer or Host Institution**

Please Continue on Page 3

I. Family Information

Your spouse and your children (under the age of 21) are eligible to apply for dependent visas to accompany you to the U.S. or to follow to join you at a later time. Please complete the information below about each dependent whether or not they will be included in your visa/status applications.

1. Do you have any dependents (as defined above)?	☐ *No*	☐ *Yes. How many?* _____
2. Are your dependents currently in the U.S.?	☐ *No*	☐ *Yes*
3. Will your family travel with you to the U.S.?	☐ *No*	☐ *Yes*
4. Will your family travel to the U.S. separately?	☐ *No*	☐ *Yes. When?* _____

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family Name				
First Name(s)				
Middle Name(s)				
Date of Birth				
City of Birth				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
Relationship*				
Current immigration status, if in U.S.				

* Please write "**Wife**," "**Husband**," "**Son**," or "**Daughter**" if completing by hand. If you have more than four dependents, list them on an additional sheet.

Financial Support (J-1 Applicants Only)

The following must be completed only by those scholars seeking J Exchange Visitor status (visa). The Exchange Visitor Program regulations require that all J-1 scholars and their dependents, if applicable, demonstrate full funding for the duration of their program. Please refer to the most recent *J Exchange Visitor Overview* for specific funding requirements.

If you are not receiving full funding from Boston University, you must submit original financial documentation and/or letter(s) of support demonstrating sufficient financial support for the duration of your academic appointment. All documents must be written in English and converted to U.S. currency. If you will be accompanied by dependents (i.e., children under the age of 21 and/or spouse) proof of additional funding must also be submitted.

J. Source of Financial Support (for duration of appointment) – J-1 Applicants Only

Boston University salary (if any):	U.S. $
U.S. Government Agency:	U.S. $
International Organization(s):	U.S. $
The exchange visitor's government:	U.S. $
The bi-national commission of the visitor's country:	U.S. $
All other organizations providing support (please specify):	U.S. $
Personal Funds:	U.S. $
Total Funding:	**U.S. $** **0.00**

Certification

I have completed this form accurately to the best of my knowledge. I will submit all requested supporting documentation listed on the International Scholar Application Checklist.

Signature of Scholar	Print name	Date (mm/dd/yyyy)